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# Cape Fear Community College

411 NORTH FRONT STREET WILMINGTON, NORTH CAROLINA 28401-3993 (910) 251-5100

Affirmative Action / Equal Opportunity College

**CATALOG** 2001-2002

**VOLUME XXXII MAY, 2001** 

#### CAPE FEAR COMMUNITY COLLEGE

#### **NOTE**

The catalog and handbook are published for the purpose of providing information about the College and its programs. Announcements contained herein are subject to change without notice and may not be regarded in the nature of binding obligations on the College or the State. Efforts will be made to keep changes to a minimum, but changes in policy by the North Carolina Stage Legislature, the North Carolina Community College System, or by local conditions may make some alterations in curricula, fees, etc., necessary.

#### NON-DISCRIMINATION POLICY

Cape Fear Community College, its faculty and staff, and the Board of Trustees are committed to equality of educational opportunity. The College does not discriminate against applicants, students, or employees. Moreover, the College is committed to cultural diversity and actively seeks larger numbers of minorities within the College community. This policy applies to both students and employees at all levels of the College's operations.

#### VISITORS/CAMPUS TOURS

Visitors are always welcome at Cape Fear Community College. The Student Development Office will provide campus tours and/ or specific program tours for groups or individuals on weekdays between 8:00 AM and 5:00 PM. Prospective students and their parents are requested, when possible, to contact the Director of Enrollment Management to arrange tours or visits. This will ensure that appropriate staff will be available for questions. The college is open until 10:00 PM Monday through Friday unless otherwise posted.

#### **ACCREDITATION**

Cape Fear Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees. The address and telephone number of the Southern Association of Colleges and Schools is 1866 Southern Lane, Decatur, GA 30033-4097 (404) 679-4500.

#### MEMBER OF

Cape Fear Community College is a member institution of the North Carolina Community College System, the League for Innovation in Community Colleges, and the American Association of Community Colleges.

#### CERTAIN PROGRAMS ARE ACCREDITED BY

Associate Degree Nursing: The National League for Nursing Accrediting Commission. The address and telephone number of the National League for Nursing Accrediting Commission is 350 Hudson Street, New York, NY, 1-800-669-1656.

Dental Assisting: The Commission on Dental Accreditation of the American Dental Association. The address and telephone number of the Commission on Dental Accreditation of the American Dental Association is 211 East Chicago Avenue, Chicago, IL 60611-2678, 1-800-621-8099.

Occupational Therapy Assistant: The Accreditation Council for Occupational Therapy Education (ACOTE of the American Occupational Associate Therapy Association (AOTA), located at 5720 Montgomery Lane, PO Box 3220, Bethesda, MD 20824-1220, 301-652-AOTA.

Phlebotomy: The National Accreditation Agency for Clinical Laboratory Sciences, 8710 W. Bryn Marr Avenue, Suite 670, Chicago, IL 60631-3415, 773-714-8880.

Dental Hygiene: The Commission on Dental Accreditation (and has been granted the accreditation status of accreditation eligible). The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at 211 East Chicago Avenue, Chicago, IL 60611, 312-440-4653.

"ADMISSION TO ANY AND ALL EDUCATIONAL PROGRAMS OFFERED BY CAPE FEAR COMMUNITY COLLEGE IS MADE WITHOUT REGARD TO RACE, COLOR, SEX, RELIGION, NATIONAL ORIGIN, PHYSICAL HANDICAP OR OTHER NON-RELEVANT FACTORS."

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Wilmington Campus Map



### President's Welcome

Thank you for considering Cape Fear Community College as you make decisions about education and training--decisions that are critical to your future. The entire College family--fellow students, faculty and staff, trustees, and CFCC friends and supporters--joins me in inviting your review of this catalog. Then call and arrange to visit the campus. It would be our pleasure to show you around and to answer any questions.

CFCC offers small classes, personable college staff, and lots of individual assistance for students throughout the course of their studies. This support system--in combination with your dedicated efforts--is a winning formula.

Your future begins now--welcome to Cape Fear Community College!

# State Board of Community Colleges

Mr. Hugh Bryant .......Gastonia, NC Dr. Jeannette Council ...... Fayetteville, NC Mr. Meigs C. Golden ...... Sanford, NC Dr. Bob H. Greene ....... Winston-Salem, NC Mr. E. B. Hale ...... Rocky Mount, NC Mr. Peter D. Hans ...... Hendersonville, NC Ms. Carolyn Harmon ...... Lincolnton,NC Mr. Thomas C. King, Jr. ...... Raleigh, NC Ms. Anne-Marie Knighton ...... Edenton, NC Mr. Chester P. Middlesworth ...... Statesville, NC Mr. Daryl Mitchell, Student Representative..... Durham, NC The Honorable Richard H. Moore, State Treasurer, Ex Officio ...... Raleigh, NC The Honorable Beverly Perdue, Mrs. Hilda Pinnix-Ragland ...... Cary, NC Dr. G. Herman Porter ...... Goldsboro, NC Ms. Joanne Steiner...... Wake Forest, NC The Honorable E. Norris Tolson ...... Pinetops, NC Mr. Herbert L. Watkins ...... Charlotte, NC Mr. James J. Woody, Jr. .....Roxboro, NC

#### Eric B. McKeithan President, Cape Fear Community College

# Local Board of Trustees

Mr. David E. Buffaloe	. Hampstead, NC
Mr. Carl A. Byrd, Sr	Wilmington, NC
Ms. Jennifer C. Casey	Wilmington, NC
Mr. C. Edward Crowell	Wilmington, NC
Mr. R. Theodore Davis, Jr	Wilmington, NC
Mrs. Nancy S. Marks	Wilmington, NC
Mr. Robert W. Martenis	Wilmington, NC
Mr. William F. Morris, III	Wilmington, NC
Mr. Robert S. Rippy	Wilmington, NC
Mr. Jon W. Rosborough	
Mrs. Barbara S. Schwartz	Wilmington, NC
Mrs. Connie S. Yow	Wilmington, NC
President, Student Government Association	CFCC

## Mission Statement for the North Carolina Community College System

The mission of the North Carolina Community College System is to open the door to high-quality, accessible educational opportunities that minimize barriers to post-secondary education, maximize student success, and improve the lives and well-being of individuals by providing:

- Education, training and retraining for the workforce, including basic skills and literacy education, occupational and pre-baccalaureate programs.
- Support for economic development through services to and in partnership with business and industry.
- Services to communities and individuals, which improve the quality of life.

Adopted by the State Board of Community Colleges, October 1993; revised March 1994, April 1994; reaffirmed January 1998; affirmed October 21, 1999 by System Planning Council.

# Mission Statement for Cape Fear Community College

Cape Fear Community College is an open door, comprehensive community college that strengthens the academic, economic, social and cultural life of the citizens of New Hanover and Pender counties by promoting enrichment through lifelong learning.

As a member of the North Carolina Community College System, Cape Fear Community College fully supports the system mission and fulfills its purposes by:

- Focusing on vocational, technical, pre-baccalaureate, basic skills and literacy education, and continuing education programs and services;
- Recruiting, enrolling, advising and retaining a diverse student body;
- Recruiting, retaining and developing a qualified and diverse faculty and staff who are dedicated to quality education and service to the College and the community;
- Evaluating existing programs and implementing new curricula to serve the changing needs of the service area;
- Providing financial, academic, and technological programs and support services that are accessible and help students succeed; and

• Interacting and cooperating with others to encourage, promote and facilitate economic and community development.

Approved by the CFCC Board of Trustees, March 23, 1995; revised January 18, 1996.

# Cape Fear Community College Vision Statement

"Cape Fear Community College: Building a future-oriented world-class workforce and a community of lifelong learners in partnership with regional businesses and agencies. Imagine the possibilities!"

Approved by the CFCC Board of Trustees, March 26, 1998.

# The College

Cape Fear Community College is a comprehensive community college that offers education and training services through numerous (1) TECHNICAL/VOCATIONAL CURRICULA in such broad areas as health care, business, engineering technologies, computer sciences, architecture/construction/interior design, law enforcement and numerous other fields, (2) COLLEGE TRANSFER/UNIVERSITY PARALLEL studies in the freshman and sophomore years of baccalaureate programs, and (3) a host of CONTINUING EDUCATION programs that can be broadly clustered into such categories as Basic Skills (including Adult High School and GED, among other programs), Occupational Extension (custom-designed training related directly to the in-service training needs of various professions), and Community Services/Self-Supporting classes that may include a wide range of avocational interests.

The core of the College's mission is world-class workforce development.

CFCC is one of fifty-nine institutions comprising the North Carolina Community College System. The North Carolina Community College System and its constituent institutions operate in accord with legislation enacted by the North Carolina General Assembly and as contained in Chapter 115D of the North Carolina General Statutes. Governance of Cape Fear Community College is further defined by policies, rules, and procedures as promulgated in accord with state and federal laws by the North Carolina State Board of Community Colleges, the Cape Fear Community College Board of Trustees, and College officials.

The service area of Cape Fear Community College includes New Hanover and Pender counties with campuses located in Wilmington, Burgaw, and Hampstead. An additional campus is in the process of being developed in the northern section of New Hanover County. Several CFCC technical and vocational programs are unique to southeastern North Carolina and to the state as a whole, and the College therefore serves as a regional provider of workforce training. The number of different students annually enrolling at the College typically exceeds 21,000.

# Calendar 2001-2002

FALL 2001
New Student Orientation/Registration
(Tuition due at time of registration)
Vocational/Technical
College Transfer August 15
Registration 8:00 am-7:00 pm August 20
Fall In-Service
Classes Begin
Late Registration Drop/Add
(Last day to register for classes)
Drop/Add ONLY
Last Day for a Tuition Refund (75%)
Labor Day-College Closed
Grade of "W" begins
(Instructor signature required) September 4-25
Last Day to File an "Intent to Graduate"
for Fall 2001 September 14
Grade of "WP/WF" begins
(Instructor signature required) Sept 26-November 16
Fall Break (No classes - Faculty Students) October 4, 5, 6
Advisement Period for Spring 2002 (currently enrolled
students only)
Grade of "WP/WF" begins
(Instructor & VP of Student Development
signature required)
TRAC Registration for Spring 2002 (currently enrolled
students only)
Thanksgiving Holiday-College Closed November 22, 23, 24
Classes Resume
New Student Orientation/Registration for Spring
(Tuition due at time of registration) November 29
Classes End
Holiday - College Closed Dec 24, 25, 26 and Jan 1

#### **Refund of Tuition**

through August 21=100%
August 22-August 31=75%
thereafter=none
Telecourse tuition refund dates-TBA

#### **SPRING 2002**

New Student Orientation/Registration
(Tuition due at time of registration) November 29
Registration 8:00 am - 7:00 pm January 3
Spring In-Service. January 4
Classes Begin
Late Registration - Drop/Add
(Last day to register for classes) January 7
Drop/Add ONLYJanuary 8
Martin Luther King Holiday - College Closed January 21
Last Day for Tuition Refund (75%) January 16
Grade of "W" begins
(Instructor signature required) January 17 - February 8
Grade of "WP/WF" begins
(Instructor signature required) February 11 - April 10

Last Day to File an "Intent to Graduate"
for Spring 2002 February 15
Spring Break (No classes-Faculty/Students) March 11-15
Classes Resume
Easter Holiday-College Closed March 29, 30
Easter Monday (No classes-Faculty/Students,
college open)
Advising Period for Summer and Fall
(currently enrolled students only)
Azalea Festival-College Closed April 6
TRAC Registration for Summer and Fall
(currently enrolled students only)
Summer April 2-12
Fall April 16-May 6
Tuition due at time of TRAC registration for Summer
Tuition for Fall registration due July 23
Grade of "WP/WF" begins (Instructor & VP of Student
Development signature required) April 11 - May 8
Classes End
*Final grades are due 24 hours following final class meeting
Commencement May 10

#### **Refund of Tuition**

through January 4=100%
January 5-January 16=75%
thereafter=none
Telecourse tuition refund dates-TBA

#### SUMMER 2002 (11 WEEK and 2 - 5 WEEK SESSIONS) 11 WEEK TERM (May 21 - August 8)

Registration
Classes Begin May 21
Late Registration Drop/Add May 21
Memorial Day - College Closed May 27
Last Day for Tuition Refund (75%) May 29
Grade of "W" begins
(Instructor signature required) May 30-June 13
Last Day to File an "Intent to Graduate" for
Summer 2002 June 15
Grade of "WP/WF" begins
(Instructor signature required) June 14-July 19
Independence Day-College Closed
Independence Day (No classes-Faculty/Students,
college open)
Pre-Registration for Fall 2002 (currently enrolled
students only) 8:00 am-7:00 pm June 27
Tuition for Fall registration due July 23
Registration for Second Session (Tuition due at time
of registration) 8:00 am-7:00 pm June 27
Grade of "WP/WF" begins (Instructor & VP of Student
Development signature required) July 22-August 8
Classes EndAugust 8
*Final grades are due 24 hours following final class meeting
Commencement

#### **Refund of Tuition**

through May 20 =100%
May 21-29=75%
thereafter-none
Telecourse tuition refund dates TBA

1ST SESSION (May 21 - June 28)
Registration
Classes Begin May 21
Late Registration Drop/Add May 21
Last Day for Tuition Refund (75%)
Grade of "W" begins
(Instructor signature required)
Memorial Day-College Closed May 27
Grade of "WP/WF" begins
(Instructor signature required)June 3-19
Independence Day - College ClosedJuly 4
Independence Day (No classes-Faculty/Students,
college open)July 5
Pre-Registration for Fall 2002 (currently enrolled
students only) 8:00 am-7:00 pm June 27
Tuition for Fall registration due July 23
Registration for Second Session (Tuition due at time
of registration) 8:00 am-7:00 pm June 27
Grade of "WP/WF" begins (Instructor & VP of Student
Development signature required) June 20-27
Classes End
*Final grades are due 24 hours following final class meeting
Commencement

#### Refund of Tuition

through May 20=100%
May 21-23=75%
thereafter=none
Telecourse tuition refund dates - TBA

AND SESSION (Inly 1 Amount 9)

2ND SESSION (July 1 - August 8)
Registration (Tuition due at time of registration)
8:00 am - 7:00 pm June 27
Classes Begin/Late Registration, Drop/AddJuly 1
Late Registration Drop/AddJuly 2
Last Day for Tuition Refund (75%)July 3
Grade of "W" begins
(Instructor signature required) July 8-12
Grade of "WP/WF" begins
(Instructor signature required) July 15-31
Independence Day (No classes-Faculty/Students) July 4, 5
Independence Day - College ClosedJuly 4
Pre-Registration for Fall 2002 (currently enrolled
students only) 8:00 am-7:00 pmJuly 22
Tuition due at time of registration
Grade of "WP/WF" begins (Instructor & VP of Student
Development signature required) August 1-8
Classes End August 8
*Final grades are due 24 hours following final class meeting
Commencement. August 9

#### **Refund of Tuition**

through June 28=100%
July 1-July 3=75%
thereafter=none
Telecourse tuition refund dates-TBA

### Admissions

CFCC operates under an open door policy. This means that the College offers instruction to all adults. So if you are 18 years of age or older, or if you have a high school diploma or equivalent, and can benefit from courses and programs offered by our College, WE WELCOME YOU.

While CFCC advises all students to seek a high school diploma or equivalent, admission to certain diploma or certificate programs may be granted without prior completion. Exceptions include students entering the Dental Assisting, Medical Transcription, Pharmacy Technology, Phlebotomy and Practical Nursing programs; these students must hold high school diplomas or a recognized equivalency.

#### Selective Admission/Health Service Programs

Certain CFCC academic programs have additional entrance requirements. Students applying for admission to those selective admission programs must meet general college admission requirements as well as specific program requirements.

Each of the selective admission programs requires that applicants be a high school graduate or have a GED, meet the minimum placement test scores required for the specific curriculum program and complete the program application process by the deadline established for that particular program. Prior college course completion with a grade of C or better in English and math could eliminate the placement test requirement. Students will need to consult with counselors.

Selective admission programs include: Associate Degree Nursing, Dental Assisting, Dental Hygiene, Occupational Therapy Assistant, Pharmacy Technology, Phlebotomy, Practical Nursing, Radiography, Speech and Language Pathology Assistant and through a cooperative agreement, Physical Therapist Assistant.

Students may visit the Counseling Office for specific program requirements and applications.

#### **Admission of Transfer Students**

- 1. Transfer students must complete CFCC's admission requirements.
- 2. Credits are transferred from regionally accredited institutions. Courses are transferred that compare in content, quality and credit hours to those offered at CFCC.
- 3. Only courses with a grade of "C" or better will be transferred from other institutions to CFCC.
- 4. Credits transferred from other institutions will be denoted on the students CFCC transcript by "CT" (Course Transfer). Grades achieved at other institutions will not be used in the grade point average computation at CFCC.

- 5. Credit gained through advanced placement testing, experiential learning or proficiency testing will not be transferred directly as course work.
- 6. Students should have official copies of all transcripts submitted early enough so that evaluation of transfer credit can be completed prior to registering for classes. Transfer credit for those transcripts received during the registration process will be completed by the end of the first academic session of enrollment.
- 7. To receive a degree, diploma or certificate from CFCC, transfer students must complete at least 25 percent of program requirements at CFCC.

#### **Admission of Transient Students**

Transient students are those who are admitted and enrolled in another college or university and wish to enroll in CFCC as a full-time student for one academic session.

Transient students must:

- 1. Submit a completed CFCC Admission Application.
- 2. Submit written permission from their home institution to enroll in CFCC.
- 3. Provide verification of completion of applicable prerequisites prior to enrolling in CFCC courses.

#### **Provisional Admission**

Students whose official transcripts have not been received by the Admissions and Records Office at the time of registration may be admitted provisionally. All admissions requirements must be met within thirty (30) calendar days from the first day of the academic session. Those students who do not meet admissions requirements within thirty (30) calendar days may be dropped from courses and will not be allowed to register until all admission requirements are met. Provisionally admitted students are required to take the ASSET test prior to registration.

NOTE: Official post-secondary transcripts are required; faxed transcripts are not acceptable.

# Admission as a Non-Degree Seeking Student

Students who do not wish to enter degree or diploma programs or are high school students who have special concurrent enrollment permission may enter CFCC as "special credit" students. Students admitted as special credit students may carry only a part-time course load and must have their registration cards approved by a counselor. Special credit students must meet and verify course prerequisites including ASSET testing.

Official post-secondary transcripts are required; faxed transcripts are not acceptable. Admission as a special credit student does not constitute admission to any curriculum program. Special credit students may register part-time (no more than eleven (11) credit hours) in any given semester/session. Special Credit students may accumulate a total of eighteen (18) credit hours before being required to meet all admission requirements.

Students who enter a curriculum program from Special Credit status and receive VA benefits or Financial Aid must meet all admissions requirements prior to time of registration. Exceptions are programs which do not culminate in a degree, diploma or certificate. All admissions requirements do not apply to these programs.

NOTE: Official post-secondary transcripts are required; faxed transcripts are not acceptable.

#### **Dual Enrollment/Huskins Classes**

The New Hanover County Board of Education and the Pender County Board of Education encourage their students to participate in academic opportunities to enhance the students' educational goals. Cape Fear Community College, in cooperation with the New Hanover and Pender County Boards of Education, offer high school students college course scheduling opportunities. High school students from other surrounding counties as well as home school students may enroll for Dual Enrollment. Eligible students may enroll in CFCC courses under the following guidelines.

- 1. The student must be at least 16 years of age at the time of enrollment, and enrollment action must be initiated by the public school or home school administrator in which the student is enrolled.
- 2. The individual student's courses must be approved by the principal of the high school or home school administrator and the Admissions Office of Cape Fear Community College.
- 3. The student must be taking at least three non-block schedule or two block schedule courses at his/her high school and must be making satisfactory progress toward graduation as determined by his/her high school principal.
- 4. A student who wishes to enroll in curriculum classes must demonstrate the academic skills necessary to perform at the college level. Students are required to take the ASSET test and meet established minimum requirements.

Tuition is waived for the student enrolling in curriculum programs only; however, student fees and books are the responsibility of the student.

#### Admission of Out-of-State Students

Out-of-state students are admitted under the same admission requirements as residents of North Carolina. Residency classification for out-of-state students will be determined by the laws of the State of North Carolina. Residency status is determined at the time of admission. If a student wishes to apply for a change of status consideration, he/she must submit a Residence-and-Tuition Status Application (available in the Admissions and Records Office) to the Director of Enrollment Management. If the student chooses to appeal the classification assigned by the Director of Enrollment Management, he/ she must file a written appeal to the Director of Enrollment Management within ten (10) days following the Director's notification of residency status. The Residency Status Subcommittee of the Judicial Board will review the appeal and make a final determination as to the applicants residency classification.

Applicants wishing additional information about the laws of North Carolina governing residency classification for students should contact the Admissions and Records Office where copies of the law are maintained.

#### **Admission of International Students**

The school is authorized under Federal law to admit non-immigrant students. International students must complete the following:

- 1. Show proof of age of 18 years or older.
- 2. Submit all applicable transcripts from secondary and post-secondary schools.
- 3. Submit a minimum TOEFL (Test of English as a Foreign Language) score of 450 (paper), 133 (computerized).
- 4. Provide a statement, by you, of your country of birth and country of current citizenship.
- 5. Submit documented proof that you have enough U.S. dollars on hand to cover all of your expenses while attending CFCC.

NOTE: The financial document must be certified by a banking or other financial official representing you. The funds must be \$17,000.00 in order to cover the first year of study. Financial aid is not available for international students.

6. Be prepared to take CFCC's placement test after arrival.

Once these steps have been completed, an I-20 form will be issued to the student. The student will then take this form to a U.S. Embassy to apply for an F-1 non-immigrant student visa.

## General Admissions Process

- 1. **APPLICATION** An application for admission must be submitted prior to registration.
- 2. OFFICIAL HIGH SCHOOL OR GENERAL EDU-CATIONAL DEVELOPMENT (GED) TRANSCRIPT An official high school or GED transcript must be sent directly to CFCC from the high school last attended, school which proctored the GED, or state-level GED agency.
- 3. **OFFICIAL COLLEGE TRANSCRIPT(S)** Official college transcripts from all regionally accredited institutions of higher education previously attended must be submitted to CFCC.
- 4. ASSET TEST Students are required to take the ASSET test prior to acceptance into a curriculum program. (There is no charge for the test). The ASSET test is used to

determine whether students need to enhance their skills in academic areas. Prior college course completion could eliminate this requirement. Students will need to consult with counselors.

Students and prospective students may take the ASSET test twice (2 times) in twelve (12) consecutive months (one initial test and one retest).

Developmental courses successfully completed at other institutions are not used to meet CFCC graduation requirements.

5. MEDICAL EXAMINATIONS A medical history is required for specific program admission or completion. Students are notified of this requirement as applicable to their programs of study. Selected programs within the college may require drug screening prior to final acceptance into the program. Contact Admissions and Records for further information.

## Services To Students

#### Where to go for What

Absences Instructor
Academic Advising Assigned Faculty Advisor
Academic Honors Catalog/Admissions and Records
Academic Probation
AdmissionsStudent Development
Address Change
Advanced Placement Counseling
Attendance Instructor
Books/Supplies
Bulletin Boards Student Development
Career Counseling
Change Program/Major Counseling
Clubs and Organizations Student Activities
Course Selection
Drop a Course Instructor/Admissions and Records
EmergenciesStudent Development
Fees Business Office
Financial Aid Financial Aid Office
First AidLabs/Student Development
General Interest Courses Continuing Education
Grading System Catalog/Admissions and Records
Insurance
Job Placement Career and Testing
Lost & Found Switchboard Operator
Parking Permits/Regulations Business Office
Personal Counseling
RegistrationStudent Development
Student I.D. Card Student Activities
Testing Career and Testing
Transcripts Admissions and Records
Transfer Counseling Advisors/Counseling
Tutoring Learning Lab
Veterans Financial Aid
Withdrawal from a CourseAdmissions and Records

#### Orientation

The Student Development Department offers orientation programs prior to the start of each academic session to acquaint new students to the College, its facilities, resources, services, activities, organizations and policies.

All new students are encouraged to take advantage of these programs to maximize their opportunities at CFCC.

#### Counseling

Confidential academic, personal, and career counseling services are provided on an ongoing basis to all students. The counseling staff is available Monday through Thursday from 8 a.m. to 6 p.m. and on Friday from 8 a.m. to 5 p.m. unless

otherwise posted. Students are seen on a walk-in basis, or appointments may be made by calling (910) 251-5117.

The professional counseling staff is experienced in assisting students in developing skills and attitudes needed to deal effectively with their surroundings.

Students who are uncertain in selecting their major course of study or who are experiencing academic difficulty are encouraged to seek the assistance of a counselor. Students with personal concerns that may interfere with their academic success are also urged to seek guidance from the counseling staff.

When appropriate, the counseling staff may make (with the student's permission) referrals to community resources/agencies.

#### Services for Students with Disabilities

The purpose of Cape Fear Community College's program for students with special needs is to provide auxiliary support services for students with various disabilities so that they may derive equal benefits from attending CFCC. This program provides numerous services that assist students in reaching their academic goals. Assistance may include services such as registration assistance, personal counseling, auxiliary aides, student advocacy, interpreters for the hearing impaired, reasonable accommodations and tutorial services. It is the student's responsibility to advise the Disability Services Coordinator that he/she has special needs and to provide documentation relating to those needs.

#### **Career and Testing Services**

Career counseling is available through the Office of Career and Testing Services. Students are assisted with career decision-making, employment trends, and educational requirements.

Job placement assistance is also available to students and graduates. The Employment Security Commission's (ESC) on-line job listing is available to students and graduates.

#### **ASSET Testing**

CFCC uses the ASSET placement test as a tool to place students in levels of writing, math, and reading. This placement provides students the opportunity to begin their course work at an academic level where they can be successful. Therefore, depending on ASSET scores, the College requires students to take developmental courses to improve their basic skills in writing, reading, and math.

The Office of Career and Testing Services provides ASSET test-taking workshops to applicants/students. (See an ASSET test schedule for dates and times.) Also, the Office has the workbook, "How to Improve Your Placement Test Scores" and other helpful information about the test.

## ASSET READING AND WRITING SKILLS ADVISING GUIDE FOR TECHNICAL AND COLLEGE TRANSFER PROGRAMS

Applicants entering technical and college transfer courses must begin their English sequence with the course corresponding to or below their score levels on the following placement tests. When using placement scores, use whichever is lower--Reading or Writing.)

Reading Placement Test\_The reading placement test is required of all applicants who have not taken a college-level English course and earned a C or higher. Reading skills proficiency is needed before entrance into any college transfer course requiring these skills. (When using placement scores, use whichever is lower--Reading or Writing.)

Scaled Scores	Percentile	English Entry Point
23-34	19	ENG 075: Reading & Language Essentials
35-38	38	ENG 085: Reading & Writing Foundations
39-41	58	ENG 095: Reading & Comp. Strategies
42 or higher	63-above	Proficient in Reading Skills

Writing Placement Test\_The writing placement test is required of all applicants who have not taken a college-level English course and earned a C or higher. Writing skills proficiency is needed for placement into any college transfer course requiring these skills. (When using placement scores, use whichever is lower--Writing or Reading.)

Scaled Scores	<u>Percentile</u>	English Entry Point
23-34	18	ENG 075: Reading & Language Essentials
35-38	38	ENG 085: Reading & Writing Foundations
39-41	54	ENG 095: Reading & Comp. Strategies
42 or higher	60-above	Proficient Writing Skills for ENG 111: Expository Writing

## ASSET NUMERICAL SKILLS AND ALGEBRA ADVISING GUIDE FOR COLLEGE TRANSFER AND TECHNICAL MATHEMATICS

Applicants for college transfer or technical mathematics courses must begin their mathematics sequence with the course corresponding to their score level on the following placement tests.

**Numerical Skills Placement Test** For placement of all applicants. Numerical skills proficiency is required for placement into any technical or college transfer mathematics course.

Scaled Scores	<b>Percentile</b>	Mathematics Entry Point
23-41	0-56	MAT 060: Essential Mathematics
42-55	62 +	Proficient in numerical skills; go on to placement by algebra test results

**Elementary Algebra Placement Test** To be used for placement of technical applicants. Use ASSET Intermediate Algebra for placement in MAT 080, 140 or higher.

Scaled Scores	<u>Percentile</u>	Mathematics Entry Point
23-37	0-37	MAT 070: Introductory Algebra
38-42	42-62	MAT 115: Mathematical Models or
		MAT 120: Geo. & Trig. /MAT 121: Alg./Trig. I CHM 131: Intro to Chemistry

Intermediate Algebra Placement Test To be used for placement of college transfer applicants.

Scaled Scores	<b>Percentile</b>	Mathematics Entry Point
23-29	03-15	MAT 070: Introductory Algebra
30-42	21-78	MAT 140: Survey of Mathematics
		MAT 080: Intermediate Algebra if preparing for MAT 151, 161, 171, 175
43-55	83 +	MAT 151: Statistics I
		MAT 161: College Algebra
		MAT 171: Precalculus Algebra
		MAT 175: Precalculus (additional perquisites: high school Algebra III & Trig.)

#### **GED Testing**

The General Education Development (GED) diploma is administered at CFCC. Successful completion of the pre-GED is required before applying to take the GED test.

# Retention and Graduation Rate Information

Anyone wishing to obtain information about first-time students rate of persistence and/or graduation rates should contact the Office of the Director Of Enrollment Management.

#### **Developmental Studies**

To help insure student success, the College offers developmental courses to students who need help in the basic skills of reading, English, and/or mathematics. These courses are required for those students who have been identified by the Admissions and Records Office as needing enhancement in reading, English, or mathematics.

Developmental courses earn institutional credit; however, such credit does not apply toward the required hours for receiving a degree or in the calculation of grade point averages. The college-wide grading scale applies to grades assigned in developmental courses. To pass developmental courses, students must achieve a grade of "C" or better.

Below is a list of courses for college transfer students who must take reading and developmental writing courses (ASSET score on reading less than 42, or, ASSET score on writing less than 42). Students proficient in reading--ASSET score of 42 or above--may take Social and Behavioral Science courses.

The selected list of transferable courses for students who score less than 42 on reading and/or writing is as follows:

	ε
ART 121	Design I
ART 131	Drawing I
ART 132	Drawing II
ART 171	Computer Art 1
ART 240	Painting I
ART 261	Photography I
ART 283	Ceramics I
FRE 111	Elementary French I
FRE 112	Elementary French II
FRE 211	Intermediate French I
FRE 212	Intermediate French II
GEL 113	Introductory Geology
GEL 120	Physical Geology
GEL 230	Environmental Geology
MUS 110	Music Appreciation
MUS 112	Introduction to Jazz
MUS 113	American Music
PED 110	Fit and Well for Life
PED 113	Aerobics I
PED 115	Step Aerobics I
PED 122	Yoga I
PED 125	Self-Defense-Beginning
PED 130	Tennis-Beginning

PED 143	Volleyball-Beginning
PED 148	Softball
PED 152	Swimming-Beginning
PED 166	Sailing-Beginning
PED 167	Sailing-Intermediate
SPA 111	Elementary Spanish I
SPA 112	Elementary Spanish II
SPA 211	Intermediate Spanish I
SPA 212	Intermediate Spanish II

#### The Learning Lab

The Learning Lab is a comprehensive learning assistance center. The staff provides educational support for student success. Instructional facilitators, computer facilitators, and student tutors meet the needs of individual learning styles and help students develop self-reliance and build self-esteem. Moreover, the Lab helps CFCC students with computer applications used by business and industry.

The staff in the Learning Lab realizes that everyone sometimes needs a helping hand. To this end, instructional facilitators use a variety of instructional methods and provide help with courses across the curriculum. English facilitators, for instance, demonstrate how to organize, draft, and edit papers. Computer facilitators provide assistance with computer-related courses and with software applications. Student tutors help with practice problems and have already successfully completed the courses they tutor. Computer-assisted instruction provides alternative help and extra skills practice.

The Learning Lab also sponsors numerous workshops designed to help students develop their academic skills. Workshops cover areas such as Time Management/Study Skills, Working Effectively in Groups, Resume Writing, and many more.

The Learning Lab is located on the second floor of the Health Sciences/LRC building and is open Monday - Thursday 8:00 am - 10 pm, Friday 8:00 am - 5:00 pm and Saturday 9:00 am - 1:00 pm unless otherwise posted.

The Learning Lab provides assistance with CFCC curriculum courses, study skills, ASSET preparation, Adult Basic Skills, and GED/Adult High School.

If you would like more information about the Learning Lab, please call 910 251-5637.

#### Health Services

Cape Fear Community College does not maintain health facilities or medical services. The responsibility for medical services rests with the student. In the case of illness or injury on campus, Emergency Medical Services may be called to assist individuals.

First aid kits are available in labs and the Student Development Department office.

If a student is injured or becomes ill while on campus, the Student Development office should be contacted. Should illness or injury occur after 5:00 pm, the Evening Coordinator should be contacted.

#### **Learning Resources Center (LRC)**

The Learning Resource Center (LRC) is located on the second floor of the Health Sciences/LRC building. The LRC is open from 7:30 AM to 10:00 PM Monday - Thursday, 7:30 AM to 9:00 PM Friday and 9:00 AM to 1:00 PM on Saturday. Hours during the summer, holidays, and breaks may vary; these hours will be posted. The LRC offers library and media services and an atmosphere which supports research, study and pleasure reading. The librarians and staff are always ready to help students.

The library has approximately 35,000 books and 680 periodicals. Easy to use, up-to-date electronic databases include: Books-in-Print, the Health Science Collection, Discovering Careers and Jobs, Social Issues Resource Series (SIRS) Researcher, Renaissance and Government Reporter; Planet Earth, and the McGraw-Hill Encyclopedia of Science and Technology. The Library also provides Internet access to all students doing research for their classes with twenty-eight student computers. The library keeps a large collection of magazines, newspapers, and a variety of census records from the Cape Fear region on microfilm. Entertainment and instructional videos are available to be checked out.

Also helpful is the media center which offers services that include computerized graphic production, signage, media production and AV equipment that may be used for class presentations. Teleconferences may be requested by faculty, staff and local industry. Copies of all telecourse broadcasts are available for student checkout.

The LRC provides the publication, "A Guide to the LRC". Individual and class library orientation tours, Internet workshops, interlibrary loan, photocopy service and individual reference assistance are available.

#### **Continuing Education Services**

The Continuing Education Department offers a variety of training opportunities and other classes to meet the needs of the community. These non-academic credit classes allow students to prepare for employment, upgrade skills or learn new skills. Training is also provided for employees of area industries and public agencies.

#### HRD/WIA

The Human Resources Development (HRD) and Workforce Investment Act programs offer classes throughout the year to help adults who are unemployed, underemployed or looking for further education.

# Registration Information

Registration is the term used for enrolling in classes. Advisors and counselors provide information which will assist students in choosing required classes, completing the registration form, securing a space in class and paying tuition fees.

#### Semester System

The academic year is divided into two semesters and summer sessions. The Fall and Spring semester offers sixteen (16) weeks of instruction. The Summer terms are provided either in an eleven (11) week session or two five and one-half (5 1/2) week sessions. Consult the Schedule of Classes for specific scheduling information.

#### **Semester Hour Credit**

Each course listed in the catalog and class schedule is followed by a notation on the number of semester hours it earns. Normally, the number of semester hours earned is based on the number of class, laboratory or shop hours spent under the supervision of the course instructor per week for the semester. Usually one semester hour credit is given for each lecture hour of class per week, for each two hours of laboratory work per week, or for each three hours of shop or manipulative laboratory per week. (A class hour is usually defined as 50 minutes of instruction.) Exceptions may be made in cases where specific classification is not feasible.

#### **Course Load**

Maximum course loads for which students may enroll are as follows:

Fall and/or Spring Semester(s) - Eighteen (18) credit hours except when program requirements determine otherwise.

Summer Term - Thirteen (13) credit hours except when program requirements determine otherwise.

Any exception must be approved by the Vice President of Student Development.

# **Procedures for Registering for Classes** (General Registration)

**Step 1.** Advisement & Scheduling - Faculty advise students concerning course schedule and sign registration cards.

**Step 2.** Schedule Input - Students' schedule will be entered into the computer.

**Step 3.** Registration Receipt Form - Students must pick up their schedule/receipt form.

**Step 4.** Payment of Tuition Fees - Business Office - All students pay tuition and fees.

Note: Students receiving Financial Aid, Veterans' benefits or financial sponsorship must complete steps 1-4.

#### TRAC (Telephone Registration at Cape Fear)

Telephone registration provides an opportunity for currently enrolled students to select early the classes they need to take for the next academic session. Currently enrolled students are allowed and encouraged to register by telephone at designated times.

#### Drop/Add/Late Registration

Drop/add/late registration will allow students to drop or add or register late during the times specified in each terms Schedule of Classes.

#### **Auditing Courses**

Students who wish to audit courses must register for the audit by following the regular registration procedures and indicating in writing on an audit form which course(s) they are auditing. Auditing students receive no credit and are not required to participate in class discussion or take tests. Fees for audit courses are the same as those taken for credit. Changes from audit to credit or credit to audit may only be done during registration and drop/add periods. Students should be aware that Financial Aid and Veteran benefits do not pay for audit courses. Audit courses do not transfer.

#### Withdrawal

Students desiring to withdraw from classes must contact the Admissions and Records Office to obtain the necessary forms and procedures for official withdrawal. Students who stop attending a class without officially withdrawing will receive a "NC" (No Credit), which is computed as a failing grade.

Students who withdraw from a course(s) within the first 30% of class hours will receive a grade of "W" which will not be computed in the GPA (Grade Point Average). Students who withdraw from a course(s) after this period must receive a grade of "WP" (Withdraw Passing) or "WF" (Withdraw Failing) as determined by the course instructor. A "WP" will not be computed in the GPA whereas a "WF" will be computed as a failing grade.

Students who withdraw from classes may be eligible for a tuition refund. See Refund Policy under the Expenses section of this handbook.

Students who withdraw after the twelfth week of classes must obtain permission in writing from their instructor and the Vice President of Student Development. Permission will be granted for extenuating circumstances only.

Note: Financial Aid students who stop attending class and receive a grade of "NC", "WP", "WF", or "W" are required to repay a percentage of their Federal Aid back to the Department of Education.

# Academic Information

#### Student Advisement

Cape Fear Community College views student advisement as an important, on-going process. Each degree/certificate seeking student is assigned a faculty advisor who assists the student in selecting and scheduling appropriate classes to fulfill his/her educational requirements. Non-degree students are assigned a counselor as their advisor who assist in selecting and scheduling appropriate classes.

Students are required to meet with their assigned advisor each semester/session for assistance in scheduling classes and completing the registration form. Advisors' office hours are posted on their office doors.

Students must accept the responsibility of familiarizing themselves with specific course, prerequisite, corequisite, and program requirements.

While advising is an on-going process, specific times are designated prior to each registration period for advising.

#### **Grading and Grade Point Averages**

Grading is done by the traditional method of "A" through "D" along with negative categories such as "F" (Failure), "WF" (Withdraw Failing) and "NC" (No Credit). Grades are assigned a numerical value when determining a students Grade Point Average (GPA).

#### **Grading System**

	•	Quality Points
<u>Grade</u>	<b>Significance</b>	Per Semester Hour
A	Superior	4
В	Good	3
C	Average	2
D	Poor	1
F	Failure	0
I	Incomplete	0
NC	No Credit	0
W	Official Withdrawal	0
ΑU	Audit	0
WP	Withdrew Passing	0
WF	Withdrew Failing	0
CR	Credit by Exam	0
CT	Credit by Transfer	0
NS	No Show	0

#### **Grading Scale**

The College grading scale is:

A	=	92 - 100
В	=	84 - 91
C	=	76 - 83
D	=	68 - 75
F	=	0 - 67

#### **Translating Course Grades into GPA**

By taking the number of semester hours assigned to a course and multiplying them by the value of the grade, you determine the grade points for each course attempted. Example: If you take five courses that are assigned a total of 18 semester hours, you may determine your GPA in the following manner:

<u>Course</u>	Grade	Semester Hours <u>Attempted</u>	G	imes rade alue		quals ty Point	S
1	В	2	X	3	=	6	
2	A	6	X	4	=	24	
3	С	4	X	2	=	8	
4	В	3	X	3	=	9	
5	F	3	X	0	=	0	
6	WP	<u>0</u>	X	0	=	0	
TOTALS	S	18				47	

Divide the total number of hours attempted into the total quality points and that will give you your GPA; in this case 2.61 is the GPA.

#### Attendance

Absences seriously disrupt students' progress in a class and diminish the quality of group interaction. Students are expected to punctually attend all lecture and laboratory sessions in the courses for which they are registered. Late arrivals and/or early departures may count toward total absences in classes.

Students must be in attendance at least eighty (80%) percent of the clock hours of a course to receive credit for the course. Those who do not meet minimum attendance requirements will be given the grade of "NC" (No Credit), which will be computed in the students' grade point average as a failing grade.

Attendance requirements for each class are printed in the course syllabus distributed by the instructor. Because of the nature of some courses, some instructors may have a more restrictive attendance requirement.

Special note to Marine Technology students: Students in the Marine Technology curriculum are at times involved in cruises on the ship that might take place during a holiday or semester break during which time students are normally off. When such occurs, students must participate in the cruise.

#### **Final Grades**

Final grades will be mailed directly to the student after the end of each academic session. Students will receive one grade report which lists all courses taken during the academic session in which they were registered. This report will also show grade point average, total number of credit hours earned as a CFCC student and cumulative grade point average.

#### **Incomplete Grades**

An incomplete ("I") will be given only when circumstances justify additional time to complete the course. When an incomplete is granted, the course requirements must be completed within six weeks of the beginning date of the next academic session. Incompletes ("I") not finalized within the appropriate time frame will convert to an "F".

#### **Credit by Proficiency**

For selected courses, students may request credit by proficiency examination for previous experience or training. The student must be currently enrolled at CFCC and must not have enrolled in the course prior to taking the proficiency exam. The student must make written application to the Registrar and the department chair. Students may challenge a course only once. Students successfully passing a proficiency exam will receive credit for the course as a "CR" (credit for record).

#### **Advanced Placement**

An entering first-year student may receive semester hour credits based on Advanced Placement Examination of the College Entrance Examination Board (CEEB). These examinations are taken prior to the students' high school graduation. Information on this examination program may be obtained from the high school counselor.

#### **Cooperative Education**

CFCC offers Cooperative Education in its Associate in Applied Science Degree programs. Co-op allows qualified students the opportunity to extend their classroom instruction to a viable work experience. Qualifying work experience must be related to the student's educational goals. Participating students receive college credit for the work experience and may use this as an elective.

To determine if you qualify or to find out more about Co-op, see your advisor.

#### **CLEP**

College Level Examination Program (CLEP) credit may be awarded for successful completion of specific exams. Official score reports (from CLEP) must be submitted to the Admissions and Records Office for evaluation of possible credit. CFCC does not administer CLEP exams.

Proficiency Examination, Advanced Placement and CLEP credits are awarded for appropriate courses within a student's educational program of the College's current curricula.

#### **Experiential Learning**

CFCC does not award direct credit for previous experience or training. Proficiency exams or CLEP exams may be used as a means of receiving credit for prior knowledge.

#### **Program of Study**

A Program of Study is a specific or specialized academic field. Students seeking a degree, diploma or certificate are enrolled in a program of study. All programs of study/curriculum programs can be found on page 39.

#### **Program Change**

Students who desire to change from one program to another must see a Counselor to complete a Change of Program form. The counselor will evaluate program requirements and prerequisites and advise the student of any academic deficiencies. Students should also request re-evaluation of their transfer credits. Students should complete this process prior to any registration period.

#### Catalog of Record

A student in continuous enrollment (except for summer session) may graduate under the requirements of the catalog in effect on his/her date of entry provided the courses are still offered or he/she may choose to meet the requirements of a subsequent issue. A student not in continuous enrollment must graduate under the provisions of the catalog in effect at the time of his/her last entry date or subsequent issue. A student who changes programs must meet the requirements of the catalog in effect at the time of the change of program.

Students enrolled in curricula which are revised to comply with the mandates of regulating accreditation or licensing agencies must meet those requirements in order to graduate from their program.

#### **Course Repeat Policy**

Courses that are repeated fall into three different categories:

- 1. Courses with an earned grade of "C" or better may be repeated one time with special permission from a counselor.
- 2. Courses with an earned grade of "D", "F", "NC", or "WF" may be repeated a maximum of two times.
- 3. Audit courses may be repeated a maximum of two times.

When a course has been repeated, the higher grade will be used in GPA calculation. However, it is the responsibility of students who repeat classes to complete the necessary paperwork to have their academic transcripts evaluated. (The appropriate form, Request for Transcript Review, is available through the Admissions and Records Office.) Lower grades will be removed from GPA calculation; however, these grades will continue to appear on the academic transcript. Students may repeat a course a maximum of two times. When a course has been repeated twice, the highest of the three attempts will be used in GPA calculation.

Students who receive veterans benefits or financial aid should be advised that they may not receive funds for repeating courses which they have already passed.

Also, students who have received a degree from CFCC should be advised that the policy will not apply to courses which were taken to fulfill previous graduation requirements. A final student GPA (Grade Point Average) is computed at the time of graduation, and this GPA may not be recalculated as courses are repeated.

The above Course Repeat Policy became effective Fall quarter, 1991.

#### **Academic Forgiveness**

Students may request, in writing, to the Director of Enrollment Management to have previous credits exempt from calculation in their cumulative grade point averages. Academic forgiveness is designed to assist returning students with low grades to have a fresh start upon re-enrolling after having at least a three year period of non-enrollment at CFCC. Exceptions may be made by the Vice President of Student Development.

Grades which may be disregarded from students' grade point averages are "D", "F", "WF", and "NC".

Requests for academic forgiveness must specify (1) the period of initial enrollment, (2) the courses and grades considered for forgiveness, and (3) the period of non-enrollment.

Students' granted academic forgiveness will have their cumulative grade point averages recalculated. While the forgiven grades will continue to appear on the official transcript, they will be marked with an asterisk and an explanation of exemption for grade point average calculation.

Academic forgiveness will be granted only one time.

Grades that are included in academic forgiveness are <u>not</u> exempt from academic progress relating to Financial Aid and VA educational benefits.

In instances where academic forgiveness is granted for courses completed at CFCC and then transferred to another college or university, the receiving institution is not required to disregard those course grades.

#### **Grade Appeal Procedure**

The purpose of the Student Grade Appeal Procedure is to provide an orderly and equitable process for resolving differences between students and faculty relating to instructional processes, grading or situations in the classroom where the student believes he/she is being treated unfairly or arbitrarily.

#### Procedure

Step 1. The student with the conflict must first discuss the issue with the class instructor to attempt to resolve the difference. Every reasonable effort should be made to resolve the matter at Step 1. This initial conference must occur within fifteen (15) week days of the beginning of the subsequent school term.

Step 2. If a satisfactory resolution is not reached at Step 1, the student may contact the Department Chair seeking resolution. The student must contact the chair within ten (10) week days of the conference with the instructor. The Department Chair

will seek equitable resolution by conferring with both the student and the instructor.

Step 3. If the student continues to be dissatisfied, he/she may, within five (5) week days of the date of notification of Step 2, file a written notice with the instructional dean responsible for the course in question (Dean of Arts & Sciences or Dean of Technical/Vocational Education).

The Dean will review and evaluate the conflict to determine what action, if any, should be taken to resolve the conflict.

Written notification of that determination will be sent to the student within fifteen (15) weeks days of receipt of student's written notice.

Step 4. If the student is dissatisfied with the outcome of Step 3, he/she may file a written grade appeal with the Vice President of Student Development. Within ten (10) week days of receipt of the written appeal, the Vice President will convene the Academic Subcommittee of the Judicial Board to hear the conflict and make a determination regarding the issue.

The committee will notify the Vice President of Student Development of its decision. The Vice President of Student Development will notify the student of the Committee's decision.

The decision of the Academic Subcommittee of the Judicial Board may be appealed to the President of the College by the student appealing the grade or by the faculty delivering the grade. The written appeal must be submitted to the President within ten (10) week days of the receipt of notification of the Subcommittee's decision. The appeal consists of his/her review of the written record submitted to that point and does not consist of an additional hearing.

The President will respond to the appeal within ten (10) week days.

Students dismissed from the clinical area in Allied Health and Nursing programs will follow the appeals process outlined in the program student policy book.

#### **Satisfactory Progress Standards**

Each student is expected to make satisfactory progress toward obtaining the degree or diploma he/she has declared. The cumulative grade point average is reviewed at the end of each semester to determine whether the student has made the expected progress. The minimum cumulative GPA for remaining in good standing is as follows:

		Certificate/
<b>Attempted Credit Hours</b>	<u>Degree</u>	<b>Diploma</b>
1 - 12	1.70	1.75
12 - 24	1.80	2.00
25 - 36	1.90	
37 or more	2.00	

#### **Academic Warning**

Students whose grade point averages fall below 2.0 for any given semester will receive an academic warning. The notice of the warning will be sent to the students and their advisors. Students will be encouraged to see their advisors within the first ten days of the following semester.

#### **Academic Probation**

Students whose cumulative grade point averages fall below the Satisfactory Progress Standards will be placed on academic probation for the following semester. Students and their advisors will be notified of the academic probation.

In addition to meeting with their advisors, students on academic probation must meet with a counselor to develop a "Plan for Success" and receive a registration release prior to any registration period.

During the Fall and Spring semester, students on academic probation may register for a maximum of **thirteen** (13) credit hours, unless otherwise determined by a counselor.

During the Summer session, students on academic probation may register for a maximum of ten (10) credit hours, unless otherwise determined by a counselor.

#### **Academic Suspension**

Students who are placed on academic probation for two semesters will be placed on academic suspension for one semester. Students on academic suspension may not register for academic classes during the period of suspension, unless otherwise determined by a counselor.

# Re-enrollment after Academic Suspension

Students may re-enroll after one semester of academic suspension by contacting a counselor to update their plan for improving academic performance. Students re-enrolling after academic suspension must follow the conditions required during academic probation.

#### Right of Appeal

The right of appeal is granted to any student who has been suspended from Cape Fear Community College. To initiate such an appeal, follow the process outlined in the Grievance Procedure (pg. 31).

#### Cheating

Cheating is any practice which gives one student a dishonorable advantage over another student engaged in the same or similar course of study. It shall include, but is not limited to, the following: securing or giving assistance during examinations or on required work; the improper use of books, notes, or other sources of information; submitting as ones own work or creation of any kind that which is wholly or in part created by another; or altering of any grade or academic record.

When a faculty member observes cheating on the part of the student, the case shall be handled in accordance with the following procedures:

1. The faculty member shall notify the student who was observed cheating that he/she will receive a grade of "F" on the assignment or "F" in the course. The faculty member, however, shall afford the student an opportunity to clarify his/her position. If the student accepts a grade of "F" on the assignment, the student may remain in the class.

If the student accepts a grade of "F" in the course, the faculty member has the option of withdrawing the student from the class, with a grade of "WF".

- 2. The faculty member shall submit a written report of the incident stating the facts and the action taken to the Vice President of Student Development within three (3) class days from the time the incident occurred.
- 3. A student who considers the action taken to be unfair and who desires to appeal to the Academic Subcommittee of the Judicial Board, may present to the Vice President of Student Development a written request within five (5) class days from the time the incident occurred.

#### Right of Appeal

The right of appeal is granted to any student who has been determined to be cheating at Cape Fear Community College. To initiate such an appeal, the student must submit a written appeal to the Vice President of Student Development within five (5) class days after being notified of the action. The Vice President of Student Development will present the appeal to the Academic Subcommittee of the Judicial Board within five (5) class days.

The committee will notify the Vice President of Student Development of its decision. The Vice President of Student Development will notify the student of the Committee's decision. The decision of the Academic Subcommittee of the Judicial Board shall be final with no further appeals.

#### **Requirements for Graduation**

To receive the Associate in Applied Science Degree, Associate in Arts Degree, Associate in Science Degree, Diploma or Certificate, a student must maintain satisfactory grades in all laboratory and class subjects and a cumulative grade point average of at least 2.00. (Students must earn a minimum of 25 percent of credit hour requirements at Cape Fear Community College).

#### **Computer Competency**

All CFCC graduates must demonstrate basic computer competency. Students in programs not requiring specific computer competencies will be required to pass the Basic Computer Proficiency exercise offered through the Learning Lab (second floor, Health Sciences/LRC Building). Results will be forwarded to Student Development and added to the student's

academic record prior to graduation. Students may acquire basic computer instruction by successfully completing the computer class that has been designated in their program.

College transfer students may demonstrate computer competency in one of the following ways: take a computer tutorial in the Learning Lab, provided the student is already computer competent; take ENG 111 in a computer lab and have the instructor complete a computer competency checklist and forward the results to Student Development; or take a college transfer computer course, CIS 110 or CIS 115.

#### **Intent to Graduate**

Candidates for graduation must file an Intent to Graduate form with the Admissions and Records office by the following dates:

Fall - September 14, 2001 Spring - February 15, 2002 Summer - June 15, 2002

Commencement exercises are held following the Spring semester and at the end of the Summer session.

Students who graduate in December are invited to participate in the May commencement exercises.

#### **Scholastic Honors**

#### President's List

Full time (12 or more semester hours credit) students who have earned a grade point average of 4.00 will be placed on the President's List.

#### Dean's List

Full time (12 or more semester hours credit) students who have earned a grade point average of 3.50 with no grade lower than a "C" will be placed on the Dean's List.

#### Honors List

Part time (less than 12 semester hours and at least four semester hours) students who have earned a grade point average of 3.50 with no grade lower than a "C" will be placed on the Honors List.

#### President's Award

Graduating students who have achieved an "A" average, defined as a cumulative grade point average of 4.0, are recognized each year at graduation exercises for academic excellence.

#### Departmental Honors

Students who have demonstrated outstanding leadership, attitude and ability will be awarded Departmental Honors. Recipients for these awards are selected by lead instructors in cooperation with appropriate faculty.

## Financial Aid

Cape Fear Community College participates in Federal, State and local programs designed to assist students and their families in meeting the costs of obtaining a college education. While the family is seen as the primary source for educational funds, these programs can help meet the costs.

#### Types of Aid Available

**PELL Grant** - A Pell Grant is an award to help students pay for college. PELL is awarded to those students who have not earned a bachelors degree and who demonstrate exceptional financial need as determined by the Federal Government.

**Supplemental Grants (SEOG)-**Supplemental Grants, like PELL, are awarded to students with exceptional financial need who have not earned a bachelors degree.

**College Work Study Program** - Work Study provides financially qualified students the opportunity to earn money to help pay for college expenses.

A **Stafford Loan** is a low-interest loan made to financially qualified students to help pay for college expenses. This loan must be repaid.

**PLUS Loans** - A PLUS loan is a loan made to qualified parents of students to help the family pay for college expenses. This loan must be repaid.

North Carolina Community College Grant is need based. Eligibility is determined by the same criteria as the Federal Pell Grant; students not eligible for Pell may be considered for this grant.

#### **State Programs**

North Carolina Student Incentive Grant Program is a grant program based on exceptional financial need.

#### **Local Programs**

Private scholarships may be available to assist with educational costs. These scholarships may be based on financial need, academic excellence or a combination of both.

#### Applying for Financial Aid

The free application for Federal Student Aid (FAFSA) is needed to apply for the financial aid package. This financial aid package may include PELL, SEOG, Work Study, NCSIG and loan eligibility.

The Financial Aid office has these applications and will assist CFCC students in the processing and electronic submission process.

Financial aid eligibility is determined through the following formula:

- Cost of Attendance
- Expected Family Contribution
- = Documented Financial Need

#### Verification

Federal tax returns and other income verification may be required of financial aid applicants based on information relating to the Student Aid Report.

#### Awards/Notification

Students will be notified by mail of the amount of their award. This award letter will list the dollar amount and the program their funds come from (example: PELL or SEOG).

Students not eligible to receive financial aid will receive a letter notifying them of their status.

#### **Satisfactory Progress**

Financial Aid students are required to maintain academic progression standards set by Cape Fear Community College and the Department of Education. Specific standards are sent to each student receiving aid.

#### **Eligibility Standards**

Students receiving financial aid must meet guidelines established by the College and the Department of Education. Guidelines include

- Maintain a 2.0 GPA. (Grade Point Average).
- Complete 67% of courses for which student registered.

The first term a student does not meet these standards, they will be given a warning; the second term they will lose all financial assistance.

Students who fail to meet the progression standards must have a cumulative 2.0 GPA to be put back on financial assistance and meet the Federal Guidelines. A full-time student must finish their program in 1.5 times their program length (example: a two year program must be finished in at least 3 years). This means that a student must complete 67% of the class load each term.

#### **Appeal**

The right of appeal is granted to any student who has been suspended from Financial Aid. To initiate such an appeal, the student must submit a written appeal to the Director of Financial Aid within fifteen (15) week days from the beginning of the next academic term for which the student enrolls.

The Director will present the appeal to the Financial Aid Subcommittee of the Judicial Board within ten (10) week days. The student may choose to make his/her own presentation to the subcommittee.

The student will be notified of the Committee's decision by the Director of Financial Aid within fifteen (15) week days of receipt of the appeal by the Committee. The decision of the Financial Aid Subcommittee of the Judicial Board is final with no further appeals.

#### Tuition/Fees/Books

Students who have been notified of awards can charge their tuition, fees and books up to the amount of their grants. Financial Aid disbursements can be picked up on the fourteenth day of class. If there is not enough money in the award to cover all expenses the student will have to pay the balance at the time of registration or purchase of books.

#### **Scholarships**

For information call (910) 251-5601 or (910) 251-5157. Scholarships available as of the printing of this publication are as follows:

#### General Scholarships

AARP - Cape Fear Chapter 707 Scholarship - was established to provide financial assistance to a student at Cape Fear Community College enrolled in the Allied Health Program. Two scholarships will be awarded annually. Requirements for this scholarship are the student must have completed high school and have a GPA that is considered in good standing by the AARP Chapter.

American Society for Quality Scholarship - was established to assist a Cape Fear Community College student who will eventually be entering the community in an occupation that performs quality related functions. Qualifications for this scholarship are the student must be full-time, must be enrolled in a two-year technical program that leads to an Associate Degree, and have a minimum GPA of 2.0. Special consideration will be given to family's members of ASQ.

Andrew & Kuske Consulting Engineers, Inc. Scholarshipwas established as a way to provide financial assistance to worthy and needy students at Cape Fear Community College. The applicant can be a first or second year student, and must be enrolled in either the Computer Engineering or the Mechanical Engineering Program.

**Ava M. Hobbs/Riverfest Scholarship** - this scholarship is an annual scholarship that has been set up to provide financial assistance to students at Cape Fear Community College. The applicant must be enrolled in the Marine Technology program and have a minimum GPA of 2.75.

**Bell South Scholarship** - was established by the state to provide scholarship moneys to worthy and needy students enrolled at two-year technical schools. Students at Cape Fear Community College with a minimum GPA of 3.0 can apply for this scholarship.

**Cal and Diane Geary Scholarship -** was established by one of CFCC's staff, Mr. Cal Geary. This fund was created to

provide an annual scholarship for a first year student studying Heavy Equipment and Transport Technology (Marine Concentration) at Cape Fear Community College. Awards are based on merit and financial need.

Cape Fear Hospital Auxiliary Scholarship - was established to provide financial assistance to students at Cape Fear Community College studying in a health related field. Preference will be given to students who show academic merit and financial need.

Cape Fear Community College Foundation Merit Scholarship - was established as a way to provide ten high school seniors with scholarships to Cape Fear Community College. Requirements are the applicant must be a high school senior; have academic potential as shown by high school grades, rank in class, and/or aptitude test results; and must be approved to enroll at CFCC in a curriculum leading to an Associate Degree, diploma, or certificate. Special consideration will be given to students for non-school activities, work record, community service, and association with the applicant's vocational field of interest.

Cape Fear Mini Storage Scholarship - was created to provide scholarship moneys for students at Cape Fear Community College. This scholarship may be awarded to a student in any curriculum. Preference will be given to students who show academic merit and financial need.

Cape Fear Shag Club - was established to provide scholarship money to a student in the Dental Hygiene program. The recipient must be entering his/her first year in Dental Hygiene, have a minimum GPA of 3.0, and should be from New Hanover, Pender or Brunswick County.

Carolina Power and Light Scholarship - was established by the state in order to provide financial assistance to worthy and needy students at Cape Fear Community College. The only requirement is that the applicant must have a minimum GPA of 3.0.

Cooper Technical Services Scholarship - was created to provide scholarship money to a student in the Machining Technology curriculum. Applicants must have completed high school, have a minimum GPA of 2.5 and be from Duplin or Pender County, with first choice being from Duplin County.

**Dean Hardwoods, Inc. - Charles D. Dean, Jr. Scholarship**-was established by Mr. Charles D. Dean, Jr. as a way to provide financial assistance to worthy and needy students enrolled in the Boat Building Program at Cape Fear Community. Preference will be given to students based on academic merit and financial need.

Joe D. And Doris W. Eakes Scholarship - was established to provide financial assistance to students at Cape Fear Community College studying in a health or business related field. There are approximately nine nursing scholarships and eleven business related scholarships available. Preference will be

shown to students who show academic merit and to those who express financial need.

Eastern Star Scholarship - was established by the Eastern Star Organization as a means to provide financial assistance to worthy and needy students at Cape Fear Community College. Please contact a member of the Eastern Star for information about this scholarship and for an application form.

Enterprise Network Services Scholarship - was established to provide scholarship money to students at Cape Fear Community College. Recipients must be a graduate of a New Hanover County school, an individual of high moral character, a student in good standing with an honor roll level GPA, and be a student from an economically disadvantaged family who might otherwise not be able to attend college.

GoGas Scholarship -was established by K. E. Austin Corporation to provide scholarship money to students in any area of study at Cape Fear Community College. The recipient must have a high school diploma, a G.E.D., or have completed one year at CFCC and have a minimum GPA of 3.0. However, special preference will be given to employees of K. E. Austin Corporation, their spouses, their children and their grandchildren.

**Herbert T. Fisher Scholarship -** was established to provide financial assistance to students at Cape Fear Community College in any area of study. Worthy and needy students showing academic achievement and financial need will be given first priority.

**Hughes-Rankin Company, Inc. Scholarship -** was established to provide financial assistance to students at Cape Fear Community College in any area of study. Worthy and needy students showing academic achievement and financial need will be given first priority.

James Walker Nursing Memorial Scholarship - was established as a way to provide financial assistance to students at Cape Fear Community College studying to receive an Associate Degree in a Nursing field. Preference will be given to those students who show academic achievement and financial need.

**Kiwanis Club of Wilmington Scholarship -** was created as a means to provide financial assistance to worthy and needy students at Cape Fear Community College. Recipients may be enrolled in any field of study, but should show financial need and academic merit.

Lisa Gail Otis Memorial Scholarship - was established in memory of Ms. Lisa Gail Otis, a former student at Cape Fear Community College. The scholarships are given in varying amounts to worthy and needy students in the Business Program. The recipients must maintain at least a 2.0 GPA.

Ministering Circle Nursing Scholarship - was established to provide financial scholarships to two-year nursing students in the Associate Degree Nursing program. The applicant must be

accepted in the ADN program at Cape Fear Community College and present evidence of financial need. Preference will be given to students who plan to enter the nursing profession in New Hanover County upon graduation from CFCC.

New Hanover Regional Medical Center Auxiliary, Inc. - Sylvia Brown Scholarship - was established as a way to honor Sylvia Brown, by providing scholarship moneys to students at Cape Fear Community College. The only requirement for this scholarship is the applicant be enrolled in the Practical Nursing program at CFCC.

Nesselroade Family Scholarship - makes available two scholarships for students enrolled at Cape Fear Community College. Students must have a high school diploma or equivalent and a minimum GPA of 2.0. Special consideration is given to students with hearing, sight, speech, ambulatory or fine motor skill impairments.

Olde Point Garden Club Scholarship - provides a scholarship for a second-year Landscaping Gardening student at Cape Fear Community College. Applicants must have a minimum GPA of 3.0. Preference will be shown to students with financial need and those who show academic merit.

**Rotary Club of Wilmington Scholarship -** was created as a means to provide scholarship money to students at Cape Fear Community College. Students in any curriculum can apply for this scholarship but preference will be given for academic achievement and financial need.

SEANC - State Employees Association of NC Scholarship - was established in 1974 to provide financial assistance to members, their spouses and children to attend technical schools, trade schools, community colleges, junior colleges and four-year colleges and universities. Scholarships are awarded to successful candidates based on criteria that includes demonstrated academic potential, financial need, school and community activities, character and motivation.

Springer-Eubank Oil Company Scholarship - was created to provide scholarship money to students at Cape Fear Community College. The applicant can be in any field of study; however, preference will be shown for academic merit and financial need.

Wachovia Bank and Trust Company Scholarship - is awarded each year to a full-time second-year student in a two-year business curriculum. Eligibility for this scholarship is based on the following criteria: maintaining a minimum GPA of 3.0, demonstration of financial need, and being a North Carolina resident.

Wilmington Association of Independent Agents - June Mumford Memorial Scholarship - is awarded annually to a student of Cape Fear Community College based on academic merit. Financial need and evidence of commitment to community service will also be considered in the selection of the recipient. There is no specific area of study required.

Wilmington-Cape Fear Home Builders Association Scholarship - was created to provide financial assistance to a student at Cape Fear Community College studying Light Construction. Preference will be given to students who plan to enter the building profession upon graduation from CFCC.

Wilmington Cape Fear Rotary Scholarship - was established to provide high school seniors with financial assistance to enable them to attend Cape Fear Community College. Students must apply for this scholarship as high school seniors through their school counselors.

Wilmington Engineers Club Scholarship - was established to provide scholarship money to a second year student at Cape Fear Community College studying in the Mechanical Engineering Technology Program (Drafting and Design Concentration). The only requirement is that the applicant must have a minimum GPA of 3.0.

Wilmington Woman's Club Scholarship - will be awarded to a second year nursing student at Cape Fear Community College. This student must have completed high school, and their first year at CFCC must be in good standing. Financial need and academic merit will also be considered in the selection of this recipient.

#### **Endowed Scholarships**

Scholarships are needs based -- unless otherwise noted.

**Bradley Creek Extension Homemakers Club Endowed Scholarship -** was established as an endowed fund to provide financial assistance to a second year Cape Fear Community College student in the Nursing Program. The only requirement is the student has a minimum GPA of 2.5. Preference will be given to students with financial need.

William J. Boney Memorial Endowed Scholarship - was established as an endowed fund to provide scholarship money to a Cape Fear Community College student in the Architectural Technology or Mechanical Engineering Technology programs. Requirements are the recipient must have completed high school and have a minimum GPA of 2.0.

Joyce J. Buffaloe Endowed Scholarship - was established by Foundation Board member and Board of Trustee member, David Buffaloe, to honor his wife, Joyce J. Buffaloe. This is an endowed fund which will assist nursing or accounting students in alternate years. The requirement is the nursing or accounting applicant must have completed one year at Cape Fear Community College, live in New Hanover or Pender County, and have a minimum GPA of 2.5

George and Ruth Caplan Endowed Scholarship - will be awarded annually to a student at Cape Fear Community College. The student must have completed one year of the nursing curriculum and must have a minimum GPA of 3.0. Academic merit and financial need will also be reviewed in the selection process.

**CFCC Faculty Association Endowed Scholarship** - was established to provide financial assistance to students who are enrolled and are working towards an associate degree. The requirements are the student must be full-time, have completed 30 semester hours, and have a minimum GPA of 3.5.

Chloride Safety Systems Endowed Scholarship - was established as an endowed fund to provide financial assistance to students at Cape Fear Community College in the Mechanical Engineering Technology, Architectural Technology, or Electronics Engineering Technology program. Requirements are the recipient must be a full-time student, completed one full year at CFCC, and have a minimum GPA of 2.8. First preference should be given to the children of Chloride Safety Systems' employees.

Clancy & Theys Construction Company Endowed Scholarship - was established as an endowment to provide scholarship money to students at Cape Fear Community College. The recipient must be enrolled in Architectural Technology, Carpentry, Electrical and Electronic Technology, Interior Design, Masonry, Electronics Engineering Technology, or Welding. The student must have completed high school and progress well in his/her classes.

Corning Incorporated Foundation Endowed Scholarship-was established as an endowed fund to provide financial assistance to students at Cape Fear Community College. The applicant must be enrolled in an Engineering Program (Computer Engineering Tech, Electronics Engineering Tech, and Electronics Engineering Tech/Instrumentation Concentration). The requirements for this scholarship are the student must have completed one year at CFCC and have a minimum GPA of 2.5 and/or teacher recommendation. Special consideration will be given to women or other under-represented engineering students.

CP&L Endowed Scholarship - Endowment developing.

**CP&L Foundation - Daniel D. Cameron, Sr. Endowed Scholarship -** was created to honor one of their Board Members and former employee, Mr. Daniel D. Cameron, Sr. who was a member of the Board of Directors of CP&L from 1970-1992. The scholarship was established to provide financial assistance to students at Cape Fear Community College studying in one of the vocational departments. The requirements for this scholarship are the student must have completed high school and have a minimum GPA of 2.0.

**Deborah Grizzle Britt Memorial Endowed Scholarship** was established to honor former CFCC employee, Mrs. Deborah Grizzle Britt. This endowment was created to provide financial assistance to students at Cape Fear Community studying in the Business and/or Accounting programs. The only requirements are students must have completed one semester of classes at CFCC and have a minimum GPA of 2.5. Preference will be given to a local student who is serious about completing a business-related program.

**Delaney Radiologists Endowed Scholarship -** Endowment developing.

**Diamond Food Enterprises, Inc. Endowed Scholarship** - was created for students who have been residents of New Hanover, Pender, or Brunswick Counties for a minimum of 5 years, and are in the Culinary curriculum. Any student that meets this criteria may apply for this scholarship.

**Dr. Hubert and Gloria Eaton, Jr., Endowed Scholarship** was created as an endowed fund to provide financial assistance to worthy and needy full-time students in a one or two-year program leading to a degree or diploma at Cape Fear Community College.

Fenner Drives Efson Division Endowed Scholarship - Endowment developing.

**First Citizens Bank & Trust Company Endowed Scholarship -** will provide a scholarship for a student in the Carpentry Program and a scholarship for students in the Business Program at Cape Fear Community College. Preference will be shown to students who show academic progress and express financial need.

Forty and Eight of the American Legion Registered Nursing Endowed Scholarship - was set up to provide scholarship money to nursing students who have been residents of Brunswick, Columbus, New Hanover or Pender Counties for a minimum of five years. Requirements are a minimum GPA of 2.0 and enrollment in the Registered Nursing Program.

Garry A. and Kathy Potter Garris Endowed Scholarship -Endowment developing.

**Dan and Susan Hickman Endowed Scholarship -** Endowment developing.

Jim and Pat Hickmon Endowed Scholarship - was set up by two Cape Fear Community employees as an endowment to assist students with scholarship money. The requirement for this scholarship is the applicant must be a Pharmacy Technology student who has completed one semester. The applicant that has the highest GPA in the Pharmacy Technology courses will receive the scholarship.

George Henry Hutaff Memorial Endowed Scholarship - was established as an endowed fund to provide a Cape Fear Community College student with scholarship money. The student may be in any area of concentration at the college. Requirements are the individual must have completed high school and have a minimum GPA of 2.5.

Interroll Corporation Endowed Scholarship - was established to provide financial assistance to worthy and needy full-time students in a one or two year program leading to a degree or diploma at Cape Fear Community College. However, it is understood that first preference for scholarships will be granted to eligible employees and children of eligible employees of Interroll Corporation.

Thera Ann Lanier Memorial Endowed Scholarship - was created to provide financial assistance to students at Cape Fear Community College. Applicants must be beginning or continuing a diploma, associate degree, or college transfer program. This scholarship is for students who have learning or ambulatory difficulties or for students who are training to work specifically with adults with such difficulties.

Wilbur W. Kirk - LaQue Endowed Scholarship - was established by LaQue Center for Corrosion Technology, Inc. to honor Mr. Kirk for his many years of service. This endowment was established to provide financial assistance to a worthy and/or needy full-time second-year student in the Marine Technology Department's two-year program at Cape Fear Community College.

James W. Lea, III Endowed Scholarship - Endowment developing.

**L.L. Building Products Endowed Scholarship -** was set up to provide financial assistance to worthy and needy full-time students in a one or two-year program leading to a degree or diploma at Cape Fear Community College. However, it is understood that preference for this scholarship will be granted to children of employees of L.L. Building Products.

**Tabitha Hutaff McEachern Endowed Scholarship** - was established as an endowment to provide money for students in any area of study at Cape Fear Community College. The requirements for this scholarship are the applicant must be a high school graduate and have a minimum GPA of 2.5.

Miller Building Corporation Endowed Scholarship - was established as an endowment to provide financial assistance for students of Cape Fear Community College. The requirements are the student must have completed high school with a minimum GPA of 2.5 and must be enrolled in the Architectural Technology, Electronic Engineering Technology, Interior Design, Masonry, Mechanical Engineering or Carpentry program.

Sandra W. Murphy Family Foundation Endowed Scholarship - was established to provide financial assistance to students enrolled at Cape Fear Community College. Requirements are completion of high school, a minimum GPA of 2.0, and enrollment in the Culinary Technology or Hotel/Restaurant Management program.

National Association of Retired Federal Employees Endowed Scholarship - Endowment developing.

Jessie Harper Newbold Memorial Endowed Scholarshipwas established as an endowed fund to provide scholarship money to worthy and needy LPN students, in a program leading to a certificate at Cape Fear Community College. Preference will be shown to students with high academic merit and those who express financial need. Napoleon Jerome Owens, Sr. Memorial Endowed Scholarship - was established as an endowed fund to provide financial assistance to students at Cape Fear Community College studying Electrical/Electronic or Mechanical and Vocational/Technical Programs. Requirements for this scholarship are the applicant must have completed one semester at CFCC and have a minimum GPA of 2.5. Special preference will be given to residents of New Hanover County.

Rosalie P. Owens Memorial Endowed Scholarship - was established as an endowed scholarship fund to provide scholarship money for students in need. The requirements for this scholarship are the student must be enrolled in the Allied Health Program, have completed one semester at Cape Fear Community College, and have a minimum GPA of 2.5. Preference will be given to residents of Pender County who are single, female, and head-of-households.

Ratcliff - Richardson Endowed Scholarship - Endowment developing.

**George Rountree, III Endowed Scholarship -** Endowment developing.

W. Mercer Rowe, Jr. Endowed Scholarship - was established as an endowment to provide annual scholarships to students at Cape Fear Community College studying Electronics Engineering Technology. Requirements are the applicant must have completed one year in the Electronics Engineering Technology Curriculum and have maintained a GPA of 2.5. Additional requirements include exhibition of a high level of industriousness in electronic classes to include participation, attendance and preparation.

Dr. Eugene Thomas Satterfield, Jr. Memorial Endowed Scholarship - Endowment developing.

Joseph M. & Barbara S. Schwartz Endowed Scholarship - was established by Board of Trustee and Foundation Board Member, Barbara S. Schwartz. This scholarship will provide financial assistance to worthy and needy full-time students at Cape Fear Community College. There are no specific requirements but applicants should express academic merit and financial need.

Sharpe Architecture Endowed Scholarship - was established to provide annual scholarships to students at Cape Fear Community College who are enrolled in the Architectural Technology program. The applicant must have completed high school or equivalent and be admitted to the Architectural Technology program. Recipients must have graduated from a New Hanover County Public High School with a minimum GPA of 3.0 and be a full-time student (14 hours). The applicant must score an overall GPA of 2.0 the first semester, 2.5 the second semester, and 3.0 the third and fourth semesters to qualify for subsequent assistance from this fund.

**Sidney J. Stern, Jr. Memorial Endowed Scholarship** - was established as an endowed fund to provide financial assistance

for students at Cape Fear Community College studying Social Sciences (History, Philosophy, Religion, Sociology, etc). The applicant must have completed at least one semester's course with the instructor who writes a letter of recommendation, and a minimum GPA of 3.0. Priority should be given to CFCC instructor's letter of recommendation. The student should demonstrate a commitment to his/her community and exhibit enthusiasm for the study of ideas and people.

The Wilmington Association of Independent Insurance Agents, Inc. Endowed Scholarship - was created to provide financial assistance to students in the Business Curriculum at Cape Fear Community College. The applicant must have a minimum GPA of 2.5 and express financial need.

The Wilmington Business and Professional Women's Endowed Scholarship - was established to provide financial assistance to worthy and needy students preparing to enter or further develop a business or professional career at Cape Fear Community College. Recipients shall demonstrate academic achievement, a clearly stated educational goal, and financial need.

James B. and Julia M. Tommerdahl Endowed Scholarship- was set up to provide scholarship money to an Environmental Science or Marine Technology student at Cape Fear Community College. The requirements are the student must have completed high school and must have and maintain a passing GPA.

Mabel Dunn Hall Trask Endowed Scholarship - was established as an endowment to be given to a student in the College Transfer program at Cape Fear Community College. Students who apply must have completed one year in the college transfer program with a 3.0 GPA.

George H. West Memorial Endowed Scholarship - was established as an endowed fund to provide financial assistance to worthy and needy students in a program leading to a degree or diploma at Cape Fear Community College. Preference will be given to students who show academic merit and express financial need.

Wallace and Virginia West - Wilmington Contractors' Association Endowed Scholarship - was established as an endowment to provide scholarship money to students at Cape Fear Community College studying construction related programs, including Architectural Technology, Carpentry, Electrical/Electronics Technology, Interior Design, Masonry, Mechanical Engineering Technology (Drafting and Design Concentration), and Welding Technology. Requirements include completion of high school and a minimum GPA of 2.0. Attendance to one of the Wilmington Contractors Association monthly functions is required once the scholarship is awarded.

Wieland Electric Inc. Endowed Scholarship - was established as an endowed fund to provide financial assistance to worthy and needy full-time students in a one or two-year program leading to a degree or diploma at Cape Fear Commu-

nity College. First preference will be granted to eligible employees and children of eligible employees of Wieland Electric Inc.

William A. Clark Memorial - Wilmington East Rotary Club Endowed Scholarship - was established by the Wilmington East Rotary Club to honor Mr. William A. Clark. This endowment was created to provide financial assistance to worthy and needy full-time students who are enrolled in the Paralegal or Criminal Justice Program.

Wilmington West Rotary Cub Endowed Scholarship - was established to provide financial assistance to students at Cape Fear Community College. Applicants must have completed high school. Requirements are the applicants must either be from New Hanover, Pender or Brunswick County or have lived in one of those counties for five out of the last seven years. Applicants must demonstrate financial need and have applied for and been rejected by all available government funds or subsidized grants, scholarships, or financial aid.

Allan and Laura Wilson Endowed Scholarship - was established as an endowment in order to provide financial assistance to students at Cape Fear Community College enrolled in the College Transfer program. The requirements are that the student must have completed their first year at CFCC, have a minimum GPA of 3.0, and be from New Hanover, Pender, or Brunswick County.

Linda Wilson Endowed Scholarship - was established by a former member of the CFCC Board of Trustees. This scholarship will provide scholarship money to students in any field of study at Cape Fear Community College. The requirement is the applicant must have completed high school and have a minimum GPA of 2.5. First consideration will be given to returning students and students who are parents.

Zimmer Development Company Endowed Scholarship - Endowment developing.

#### **Veterans Educational Benefits**

The Veterans Administration determines the eligibility of students requesting Veterans Educational benefits. Cape Fear Community College processes necessary documentation, certifies enrollment and follows students' academic progress. The Financial Aid Office provides guidance in obtaining VA educational benefits for eligible students enrolled with the College.

VA educational benefits are available to eligible veterans, spouses and children of certain categories of living and deceased (service related) veterans and to certain active duty military personnel, reservists and members of the National Guard.

# **Maintaining Veterans Educational Benefits**

Students who are receiving VA educational benefits are required to maintain satisfactory progress. The College's established Satisfactory Progress Standards are printed on page 14. VA students whose cumulative grade point averages fall below the Satisfactory Progress Standards will be placed on academic probation for the following semester/session. VA students whose cumulative grade point averages continue to fall below the required level will be ineligible for Veterans educational benefits.

Prospective students who believe they may be eligible for G.I. Bill benefits should contact the Veterans Affairs Office at the College.

#### **Vocational Rehabilitation**

This is a program administered by the North Carolina Department of Human Resources. The Division may provide services as are necessary to enable a physically, mentally and/or educationally disabled person to become self employed. If a prospective student has a disability or is limited in his/her activity because of a disability, he/she should contact the nearest Division of Vocational Rehabilitation Office. The Wilmington Unit Office is located at 1506-A Market Street, Wilmington, NC. The telephone number is (910) 251-5710.

# Expenses

#### **Tuition**

Tuition is established by the North Carolina State Legislature and is subject to change without prior notification. Current tuition costs can be found in the *Schedule of Classes* published for each academic term or in the Admissions office.

Tuition is due and payable on the day of registration unless otherwise noted. Any deferred payment or exceptions must be approved by the Vice President for Business Services. If tuition is a major factor in the students determination to attend CFCC, the student should contact the Financial Aid office as soon as possible.

Payments can be made by cash, check, MasterCard or Visa. Students must bring credit cards to the Business Office to charge payments.

#### **Student Fees**

A non-refundable student fee is charged to all curriculum students for the Fall and Spring semesters. This fee is due and payable on the day of registration. The maximum fee charged is \$38.00 per academic year.

Funds collected from activity fees are used to support the costs of student publications, athletics, social activities sponsored by the Student Government Association, student identification card, and parking permits.

#### **Student Identification Card Fee**

The student I.D. card is purchased when a student pays for his/her tuition fees in the Business Office. The photo I.D. card is valid for two consecutive years. This card must be presented by the returning student, at the time of registration, or he/she will be required to purchase a new card. The student I.D. card serves as the College library card and no materials will be issued by the Library without one. The student I.D. card is also required for participation in sports activities at the Schwartz Center.

#### **Parking Permits**

A parking permit is issued when a student is paying for his/her tuition and fees in the Business Office. The parking permit is valid August through August.

#### **Insurance**

The College provides limited student accident insurance for curriculum students at no cost to the student; however, this insurance may not cover all expenses of treatment received by the student. The College is not responsible for non-covered expenses. This accident insurance coverage is subject to approval by the Board of Trustees each fiscal year. Individual health insurance is the responsibility of each student. Students may purchase health insurance; the enrollment forms and fee information are available in the Business Office.

The following students are required to purchase professional liability insurance: Associate Degree Nursing, Cosmetology, Dental Assisting, Dental Hygiene, Practical Nursing, Nursing Assistant, Pharmacy Technology, Phlebotomy, Radiography and Speech and Language Pathology Assistant. The cost of this insurance is presently \*\$15.00.

Paramedic students are required to purchase paramedic professional liability insurance. The cost of this insurance is presently \*\$32.85.

#### **Textbooks and Hand Tools**

Students are expected to purchase textbooks which are usually available from the college bookstore at the beginning of each academic session. Although not required in all courses, additional educational tools are required in certain courses and programs. Cameras, chef's tools, safety eyewear, steel-toed boots and computers are examples of educational tools that are required for specific courses and/or programs. The bookstore does not have a charge or credit system; therefore, books and tools must be paid for at the time of purchase.

#### **Bookstore**

The CFCC bookstore is located on the first floor of the M.J. McLeod (S) building. The bookstore provides textbooks, supplies and other collegiate materials. Hours of operation and policies governing textbook refunds and buy-backs are posted in the bookstore.

#### Refund

A pre-registered curriculum student who officially withdraws from any/or all classes prior to the first day of the College's academic session will be eligible for 100 percent tuition refund. Fees are non-refundable.

A 75 percent refund will be made if the student officially withdraws during the period starting from the first day and ending on the 10 percent day of the academic session. A student is not officially withdrawn until he/she processes a formal withdrawal form with the Admissions and Records office. The effective date of withdrawal is the day the Admissions and Records office receives the form.

#### **Return Check Guidelines**

Tuition payment made with a check returned by the bank will be considered nonpayment of tuition. Students will lose their classes or will not be able to attend classes until full restitution is made. Absences incurred due to nonpayment of fees will be counted in accordance with the College's attendance policy.

#### **Transcript of Record**

Upon written request of the student, a transcript of credits earned at Cape Fear Community College will be sent to other colleges and/or industry. The first transcript request is free of charge; each additional transcript request will cost \*\$2.00. Transcripts may be picked up or will be mailed per the request after 4:00 pm on the working day following the written request.

#### **Graduation Fees**

Fees for graduation are not included in the activity fee. The cost for caps and gowns are paid by the student directly to the company representative from whom they are being ordered. At present the cost is approximately \$25.00, but is subject to change.

\*(Applicable fees at time of printing are subject to change without notice.)

#### **Institutional Indebtedness**

No student will be permitted to graduate nor will a transcript be issued until all financial obligations to the College are satisfied.

#### Personnel in the Armed Services

Any active duty member of the armed services who is admitted as an out-of-state student will be charged the out-of-state rate but will pay the in-state rate with the difference being waived.

Any dependent relative of a member of the armed services who is abiding in this State incident to active military duty while sharing the abode of that member may be eligible to pay the in-state tuition rate.

## Student Activities

Extra-curricular activities are a very important part of the total educational program at Cape Fear Community College. Student activities is an integral part of the fulfillment of the College's mission by providing a variety of activities that enrich students lives. The goals of these activities are to accommodate student diversity in backgrounds, abilities, interest, and career goals; enhance academic success; and promote diplomacy, unity, self discipline, physical and emotional well-being, and leadership skills.

#### **Athletics and Intramural Activities**

College athletics may include basketball, softball, golf, tennis, soccer and volleyball depending on student interest and facilities availability. Individuals participating in college intramural activities must be taking at least one (1) curriculum semester hour or more, and be in good academic standing. Intercollegiate athletics must meet NJCAA and or ECCCAC standards.

College athletics enrich the academic, social, self discipline, competitiveness and leadership abilities of the student.

The goals and objectives of intercollegiate athletics are listed below.

#### Goals:

- To enhance academic success of student athletes
- To provide opportunities for participation in competitive college sports
- To promote the development of self discipline and leadership skills

#### Objectives:

- Monitor the academic grade point average of collegiate student athletes
- Develop and monitor sport activities based on student interest as gleaned from Student Interest surveys
- Monitor the retention and graduation rates of student athletes

#### **Social Activities**

The social development of the student is a very important phase of the total educational program at Cape Fear Community College. Social activities may include sporting events, festivals, cookouts, concerts, and various other student body events.

#### **CFCC Clubs**

The following are some of the clubs recognized by CFCC:

Alpha Chi Sigma (PTK)
Architectural
Bible
Dental Hygiene
Collegiate Secretaries International
Criminal Justice
Drafting and Design
Drama

Electrical/Electronics
Instrumentation
Interior Design
Investment
Jazz
Nursing
Occupational Therapy Assistant
Pineapple Guild
Radiography
Spanish

#### Phi Theta Kappa

The Phi Theta Kappa International Honor Society encompasses the upper ten percent of all students enrolled in the two-year college system. Alpha Chi Sigma is the CFCC Chapter of Phi Theta Kappa. Membership in Alpha Chi Sigma is extended by invitation only. To be eligible, a student must be enrolled in a regionally accredited institution offering an associate degree program. Full-time (12 credit hours) students must have completed at least 12 hours of course work leading to an associate degree and grade point average (GPA) of 3.5. Part-time (fewer than 12 credit hours) students must have completed 12 hours and have a GPA of 3.5 and must enjoy full rights of citizenship.

#### **Student Ambassadors Program**

Each year the college selects student ambassadors to represent CFCC at various college functions and special events. These students are selected based on their leadership ability, academic achievement, college involvement and their desire to assist other students and represent the College. Students learn the importance of responsibility and teamwork and increase self esteem.

#### **CFCC Student Organizations and Clubs**

Student organizations and clubs that help fulfill the mission of CFCC, accommodate student diversity, enhance academic success, promote diplomacy, unity, discipline, physical/emotional well being, and develop leadership skills are an important part of Cape Fear Community College.

New student organizations and clubs may be approved by the Vice President of Student Development, in consultation with the Director of Student Activities, after written application is submitted to the Director of Student Activities. The written application must state the proposed name of the organization, the names of all students proposing the organization, the name of at least one faculty/staff member (full-time CFCC employee) who has agreed to serve as a sponsor to the group, and a complete description of the proposed activities of the group including, but not limited to, (1) purpose statement, (2) goals, (3) activity schedule, and a (4) complete description of the organization's proposed activities.

Once a student organization or club is approved, each individual activity must be individually approved by the Director of Student Activities before it is undertaken. Student activity applications are available from the Director of Student Activi-

ties. It is the singular responsibility of the proposing organization to provide accurate and complete descriptions of individual activities of the organization. Inactive student organizations and clubs may be disbanded at the College's discretion.

The College reserves the exclusive right to immediately suspend any activity that is not being conducted in exact accord with the College-approved description of the activity or any activity that substantially disrupts or materially interferes with the work, discipline, and/or educational activities of the College (e.g., by violating reasonable College rules and regulations, interrupting classes or other College programs or activities, or inciting or producing imminent violence or other lawless action on College premises) as adjudged by designated College officials. Moreover, the College reserves the exclusive right to disband any student organizations or clubs that: (1) conduct such inappropriate and/or unapproved activities; and (2) fail to follow College guidelines.

# Guidelines for Display or Distribution of Handbills, Posters, or Other Materials by Student Clubs, Community and Non-Profit Organizations, and Individuals

The College would like to provide educational opportunities to its students and others in the college community and believes that public expression through displays or distribution of handbills, posters, or other materials can play an important role in accomplishing this goal. The College also believes firmly in its obligation to college employees and its students to provide an environment that is conducive to learning. Public expression that enhances this environment by affording students and others in the college community exposure to a variety of ideas is encouraged. Subject to the terms and conditions set forth in these procedures, to any rules or regulations established by the College pertaining to display or distribution, and to other applicable laws, rules, and regulations, an organization or individual may display or distribute handbills, posters, or other materials that are aimed at providing information to students.

The following guidelines apply to materials posted on the campus of Cape Fear Community College, regardless of the source of those materials. They include:

Posted information shall not contain obscene or libelous information or other information that is not protected by law.

Information will not be placed over existing notices. Outdated material will be removed to make room for timely information.

All event items must be removed by the sponsoring organization immediately following the event.

All notes to be posted in stairwells, at doorways, or in other college locations not otherwise permitted in these guidelines, require approval by the Vice President of Student Development five work days (Monday through Friday) in advance of the proposed posting.

Due to extreme space limitations, information to be posted by student groups, community groups, or individuals in areas other than those reserved for Phi Theta Kappa and academically-oriented student clubs will be posted for a maximum of two weeks and must be no larger that 8.5" X 11".

Items not approved in the prescribed manner will be removed and discarded.

Placement of information on vehicles of others on campus is prohibited.

The College reserves exclusive rights to re-arrange materials to accommodate the display of additional materials, to establish limits on the amount of information organizations may display, and to deny additional requests when all designated space is being used.

Failure by any organization or individual to abide by CFCC guidelines will be grounds for denying additional requests from the same organization or individual.

The College will grant access by an eligible organization or individual to areas of College premises, designated for public expression on a neutral basis, in accordance with these procedures. A grant of access to any particular organization or individual does not mean that the College endorses the beliefs, practices, or views expressed by that organization or individual, and outside organizations and individuals are expressly prohibited from stating, implying, or suggesting in any manner that they are endorsed by or associated with the College or that any publication, announcement, or other form of expression provided by the organization or individual has been approved by or is associated with the College. Areas of college premises designated for public expression will not be denied to any organization or individual on the basis of the content of information sought to be provided by or the convictions or affiliations of that organization or individual.

Given the varying nature of different organizations and the wide-range of notices that individual students and/or college personnel may wish to post on occasion, additional guidelines apply to certain types of organizations and individuals, as noted in the following information:

#### Phi Theta Kappa

Space has been designated for displays of the Alpha Chi Sigma chapter of Phi Theta Kappa, CFCC's student honor society, and displays are subject to approval of chapter officers and faculty/staff sponsors.

#### **Academically-Oriented Student Clubs**

Academically-oriented student clubs that are directly linked in name, purpose, and practice to specific instructional disciplines or programs offered at CFCC (currently approved clubs include Collegiate Secretaries International, Criminal Justice, Drafting and Design, Industrial Electricity, Instrumentation, Machining Technology, NC Association of Nursing, Parale-

gal, Philosophy, and Spanish) may post discipline-related displays and materials, including announcements of upcoming club meetings, on College bulletin boards in their respective academic departments, subject to advance approval of faculty sponsors, department heads, and the appropriate division Deans.

## Other Student Clubs and Community and Non-Profit Organizations

Other student clubs and community and non-profit organizations may distribute or display information relating to the approved purpose including announcements of upcoming meetings, in accordance with the following guidelines:

All items displayed by other student clubs in the category must be approved by the faculty/staff sponsor and the Vice President of Student Development. Items submitted by community and non-profit organizations must be approved for display by the Vice President of Student Development. The Vice President of Student Development will consider all requests for display and distribution in light of the availability of areas that are designated for such purposes and the availability of space for the proposed display or distribution within any designated area(s). Requests for access to distribute or display publications will be reviewed and granted on a first-come, first-serve basis. The College will communicate its approval or disapproval of access for distribution or display and any conditions of access to the requesting organization or group, generally within three business days after the request is submitted. Access for display or distribution of materials will not be provided if previously approved requests for access to display or distribute materials have resulted in space being unavailable for additional displays or distributions within any designated area(s). Approved materials may be displayed on the designated bulletin board located near the elevator on the first floor of the McLeod Building. No one club may use a disproportionate amount of the allotted space unless other clubs do not elect to display information.

Committee organizations and individuals may display approved notices on the designated bulletin board located on the first floor of the McLeod Building beside room S118.

#### **Appeal**

Any organization or individual who believes that the opportunity to display or distribute handbills, posters, or other materials has been denied improperly may appeal the denial by providing written notice of the appeal to the Vice President of Student Development within three business days of the date on which the organization or group has been advised of the denial. Information supporting the appeal (which may include a written statement or, at the election of the individual or group, a conference with the College's Judicial Board) also should be provided. As a general rule, the Judicial Board will make a final decision within five business days of receiving the appeal and any written information or, if a conference with the organization or individual has been scheduled, after conducting the conference.

#### **Publications**

The college newspaper is a publication of the Student Activities Office. The newspaper is supervised by the Director of Student Activities and the Vice President of Student Development. Students are invited to submit information to the Director for possible inclusion in the newspaper adheres to the canons of responsible journalism, including the avoidance of libel, indecency, vulgarity, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo.

All student publications, printed and electronic, are supervised by the advisor, the Director of Student Activities and the Vice President of Student Development.

The President has the authority to determine responsible journalism and to prohibit the publication of any material in violation of the canons of responsible journalism.

#### **Student Government Association**

The Student Government Association (SGA) is the official organization authorized by the administration to represent all students at Cape Fear Community College. The SGA is a democratic organization and as such elects officers each year. The State Board of Community Colleges, the CFCC Board of Trustees, and the administration, faculty, and staff fully support the SGA. This support is most visible in the office of the SGA President who, upon election to that office, automatically becomes a member of the Board of Trustees and the College Council. Additionally, students have SGA representatives on standing college committees. These committees are charged with annually reviewing and recommending changes to the College.

The Student Government Association is a very active organization; it is the voice of the student body and has paved the way for good lines of communication between students and administration. Students receive practical experience in responsible citizenship through participation in a program of self-government.

The SGA is governed by its Constitution and Bylaws. Copies of these documents are available in the SGA office.

# General Information

#### Change of Name/Address

If a student should have a name or address change while enrolled at the College, he/she should fill out an INFORMA-TION UPDATE FORM in the Admissions and Records Office.

#### Children on Campus Policy

Children cannot be taken into classrooms, laboratories or shops unless authorized by College personnel. Responsible adults will be expected to remove disruptive children immediately. Children cannot be left unattended on campus including the Learning Resources Center, the cafeteria, lounge areas, registration sites, administrative offices or parking lots.

Failure to comply with this policy will lead to disciplinary action as outlined in the College Catalog, Student Handbook and Faculty and Staff Handbook. Visitors violating this policy will be notified of the violation and continued violation will result in the individual being asked to leave campus.

#### **Dress**

CFCC invites prospective employers and industry representatives on campus throughout the academic year. Therefore, while students may dress casually, they are encouraged to dress neatly and cleanly. Students are required to wear shoes to help ensure safety on campus and/or college facilities.

Where special dress or safety devices are required by the College, North Carolina Community College System, regulations, or public law, students are be expected to fulfill those requirements.

#### **Food Services**

Hot food and snacks are available in the cafeteria, which is located on the first floor of the M. J. McLeod (S) Building, from 7:30 AM to 9:00 PM Monday through Thursday; 7:30 AM to 8:00 PM Friday; and 9:00 AM to 1:00 PM Saturday unless otherwise posted.

#### **Game Rooms**

A table tennis room is located in the cafeteria area on the first floor of the M.J. McLeod (S) Building and is open daily during specified hours. Hours of operation are posted. Materials for play are available in the office of the Director of Student Activities.

#### **Graduation Needs**

Orders for caps, gowns and class rings will be accepted by a company representative during announced dates. Students who anticipate graduating at the close of Spring or Summer academic sessions will be provided a limited number of commencement announcements.

#### Housing

The College does not have housing facilities. However, upon request and if known, college officials will provide to students information concerning available housing. Students are advised to have a clear understanding with landlords regarding all rental and/or lease agreements. Students are urged to make housing arrangements well in advance of enrollment.

#### **Lost and Found**

The Switchboard Operator will accept articles found on campus and, if not claimed, store them for one month. Articles not claimed within one month will be given to a non-profit organization.

#### **Parking**

The student parking lots are located two blocks north of the Wilmington campus. Three lots are located off Front street and one lot is located behind the Schwartz Center. Student parking is also available on the Burgaw and Hampstead campuses.

Handicapped parking is provided at each of the Wilmington campus buildings. Behind the Galehouse Building there are three wheelchair and nineteen handicap/special parking spaces; the Electronics Technology Center has two spaces; the Burnett Building has two spaces. The parking lot behind the Schwartz Center has six handicap parking spaces. Disabled persons wishing to park behind the Galehouse Building should stop at the parking attendants station for assistance.

Parking locations, regulations and permits are obtained in the Business Office.

**Note:** Anyone displaying a handicap decal may park in any of the metered or time allotted parking spaces in the downtown area without being ticketed, but your decal <u>must</u> be displayed.

#### **Telephones**

Pay telephones are available for students to use. Students may not use phones located in college offices unless it is an emergency.

Incoming calls for students will be honored only in cases of emergencies.

# Student Expectations, Rights, and Responsibilities

#### **Student Records**

CAPE FEAR COMMUNITY COLLEGE RESPONSIBILITIES UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (THE BUCKLEY AMENDMENT)

Under the Family Educational Rights and Privacy Act of 1974, the rights of the student and the responsibilities of the institution concerning the various types of student records maintained by the institution are established. Consistent with this legislation, Cape Fear Community College establishes the following policy to ensure compliance. Failure to comply with standards prescribed in the Act could jeopardize federal funding received by the institution and its students.

#### **Rights of Students**

In compliance with the law, an individual becomes a student when he/she registers at the College. Upon reaching age 18 or attending an institution beyond the high school level, the student has the right to view his/her own school or college records. These records include the academic transcript of the College, post-secondary transcripts, high school transcripts, and other documents maintained as part of the student's permanent file with the exception of confidential letters of recommendation. All permanent academic records are housed and maintained by the Director of Enrollment Management.

CFCC requires written authorization from the student prior to release of academic records. A minimum of 48 working hours will be required by the College to access the requested academic information. The student may inspect, copy, and review his/her records in the Director of Enrollment Management's Office. There may be a charge for copies.

#### **Rights of Parents**

Parents of a child who is under the age of 18 and has never attended an educational institution beyond high school level has the right to inspect and review that childs academic records. After a student reaches the age of 18 or enters a post-secondary institution, the parent will be denied access to the students academic record unless the student gives written consent. The College assumes that all students are independent adults attending an institution designed for adult education. Parents do have the right to review the academic records of their child if they are claiming the child as an income tax deduction; however, they must show proof of the claim.

#### **Rights of Faculty**

The faculty of the College has a legitimate educational interest in a students academic records. Therefore, access to those records is authorized by the institution. Along with this access comes certain obligations and responsibilities.

A faculty member shall not access educational records of any student for which he/she does not have a direct advisory responsibility. Those with direct advisory responsibility include the current instructors of the student, the students faculty advisor, and the appropriate department head and division chair. A faculty member not professionally associated with a student shall not access educational records of the student without the written consent of the student.

A faculty member shall not disclose any information from a student's record to a third party (i.e., other students, other faculty members, employers, etc.) without the written consent of the student. Parents of the student do not have special access rights and should not be given information without the students written consent.

A faculty member shall be responsible for the security of all academic information in his/her possession. These records must not be accessible to other students and unauthorized personnel.

A faculty member shall refrain from disclosing academic information by phone without the expressed written consent of the student.

#### **Rights of Administration**

Student Development and specifically the Director of Enrollment Management's Office, has the responsibility of maintaining and safeguarding the academic records of all students of the College. Consistent with this responsibility, the personnel of Student Development will access student records as needed. However, these individuals bear the responsibility for ensuring that no unauthorized disclosure of student academic information occurs without the expressed written consent of that student.

The President, Vice-Presidents and Deans of the College may access student records when needed to facilitate the students educational pursuit.

Educational records of a student will not be accessed for employment decisions without the expressed written consent of the student. Information from student academic records may be shared in aggregate for educational research purposes.

#### **Directory Information**

Directory information includes name, major field of study, full time/part time enrollment, the most recent college attended, dates of enrollment, and degrees and awards received.

Students have the right to withhold disclosure of any directory information by completing a request for non-disclosure in the Director of Enrollment Management's Office. Requests for non-disclosure must be filed annually. The College assumes that a student's failure to file a request for non-disclosure indicates approval for disclosure.

The complete text of The Buckley Amendment is available for review in the Office of the Director of Enrollment Management.

#### **Computer Acceptable Use Policy**

#### **Purpose**

College owned or operated computing resources are reserved for the educational, instructional, research, and administrative computing needs of the faculty, students, staff, and other individuals authorized by the College. The College's computing resources include but are not limited to all College computers and hardware, access to the Internet or access to any College intranet provided through College owned or operated computers, online and offline storage, and network and communications facilities. Access to these computing resources is a privilege and, therefore, it is essential that all users exercise responsible ethical behavior when using these resources. Users are expected to read, understand, and comply with the College's Acceptable Use Policy.

The College monitors access to the computing resources and reserves the right, without prior notice to users, to access the College's computing resources and to use any and all information retrieved from the computing resources. Users do not have an expectation of privacy regarding their use of the computing resources, and by accessing and using the College's computing resources, users expressly consent to such monitoring, access, and use by the College. Further, information contained on the College's computing resources and in College accounts, including but not limited to e-mail, may be subject to inspection under the Public Records Law of the State of North Carolina.

The College does not attempt to articulate all required or unacceptable behavior by its users. Therefore, each user's judgement on appropriate conduct must be relied upon. To assist in such judgement, users will follow this policy:

- 1. College computing resources are to be used only for educational, research, or instructional purposes for which access is provided, and are not to be used for any unauthorized purpose, including but not limited to commercial purposes, unauthorized access to remote computers or non-College related activities.
- 2. An access account assigned to a user must not be used by any other individual. Users are responsible for the proper use of their accounts, including proper password protection and appropriate use of the College's computing resources. Obtaining another user's password, allowing friends, family, co-workers, or any other individual use of your or another user's account, or other unauthorized use of an access account, is a serious violation of this policy.
- 3. Users shall not create, display, transmit, or make accessible threatening, racist, sexist, obscene, offensive, annoying or harassing language, e-mail messages, and/or material, including broadcasting unsolicited messages, sending unwanted e-mail, or impersonating other users. Remember the College's

policies against discrimination and harassment apply to communications through the College's computing resources or otherwise.

- 4. All computer software is protected by federal copyright law. In addition, most software is proprietary and protected by legal licensing agreements. Users are responsible for being aware of the licensing restrictions for any software used on the College's computing resources.
- 5. Users shall not download, reproduce and/or distribute copyrighted or licensed materials without proper authorization from the author or creator. Additionally, users shall not publish information, messages, graphics, or photographs on any web page, without the express permission of the author or creator.
- 6. Users shall not engage in activities to damage or disrupt the hardware, software, or any communication associated with the College's computing resources, such as virus creation and propagation, wasting system resources, overloading networks with excessive data, or any attempt to circumvent data protection schemes or uncover security loopholes.
- 7. Users shall not waste, monopolize, interfere or misuse the College's computing resources by, for example, requesting an excessive number of copies from a printer, playing games, or participating in chain letters or Ponzi schemes.
- 8. Users shall not access or damage any portion of the College's computing resources or other College property, such as College records, or use the College's computing resources for illegal activities.
- 9. Users learning of the misuse of the College's computing resources or violations of this Acceptable Use Policy should notify a faculty member of the College or other College official immediately.

#### **Enforcement**

Failure to follow the Acceptable Use Policy and any misuse of the College's computing resources may result in the suspension or revoking of access accounts, removal from the class with a grade of "F," as well as other College disciplinary action including but not limited to conduct probation, suspension, or dismissal from the College. All College policies and procedures are applicable to users of the College's computing resources. A violation of this Acceptable Use Policy is considered participation in an activity which "disrupts the educational process" of the College and is a violation of the Conduct Policy of the Catalog & Student Handbook, as well as other applicable policies and procedures of the College. Any conduct, which violates local, state, or federal laws, will result in the immediate loss of all access to the College computing resources and will be referred to appropriate College offices and/or law enforcement authorities.

Cape Fear Community College is not liable for actions of anyone connected to the Internet through the College's computing resources. All users will assume full liability: legal, financial or otherwise, for their actions.

#### Conduct

It is expected that at all times the student will conduct himself/herself as a responsible adult. Participation in any activity which, in the opinion of the administration, disrupts the educational process or functioning of the College may result in disciplinary action. Specific violations of conduct include, but are not limited to the following:

- a. destruction of college property
- b. stealing
- c. cheating
- d. gambling
- e. use of profane language
- f. engaging in personal combat
- g. possess or carry, whether openly or concealed, any weapon on campus; the only exception to this directive is in the case where training or job requirements of the students or employee requires that such be carried
- h. possession and/or use of alcoholic beverages
- i. possession and/or use of any drug as defined under the North Carolina Controlled Substance Act, G.S. 89-90 through G.S. 90-94

Violation of these rules of conduct will not be tolerated in or on any part of the campus, its satellites, equipment it operates, or wherever its employees or students are required to be while performing their duties as employees or students. Any violation of these standards of behavior may result in dismissal from the College.

Additional classroom rules will be designated by instructors or supervisors and must be followed by all.

Any person observing conduct violation(s) should immediately contact the Vice President of Student Development.

#### **Conduct Probation and Suspension**

Any student whose conduct becomes unsatisfactory may be placed on conduct probation; however, a student is subject to immediate suspension if deemed necessary by the Vice President of Student Development. Any misconduct after a person is placed on conduct probation may result in prompt suspension.

#### Right of Appeal

The right of appeal is granted to any student who has been suspended from Cape Fear Community College for conduct violations. To initiate such an appeal, follow the process outlined in the "Grievance Procedure" section.

#### Weapons on Campus

It is unlawful for any person to possess or carry, openly or concealed, any weapon on campus. The only exception made to this directive is in the case where training or job requirements of the student or employee requires that such a weapon be carried.

## Crime Awareness and Campus Security Policy

- I. Cape Fear Community College adheres to the following Crime awareness and Campus Security Policy.
  - A. In case of an accident, illness, criminal actions, and other emergencies, the Vice President of Student Development must be notified immediately. (If any of the above situations occur at any campus site (example: Pender County Satellite) the appropriate Director of that location must be notified.
  - B. The Vice President of Institutional Services or the designee is responsible for security and access to all campus facilities.
  - C. Campus law enforcement is handled by a local security agency. When further action is necessary they seek assistance from city police or county law enforcement.
  - D. Violations involving the possession, use, and sale of alcoholic beverages, possession and/or use of any drug as defined under the N.C. Controlled Substance Act will not be tolerated in or on any part of the campus, its satellites, equipment it operates, or wherever its employees or students are required to be while performing their duties as students or employees. Any violations of these standards of behavior may result in dismissal from the College.
  - E. All incidents (criminal and security) must be reported to the Vice President of Student Development (day) or Duty Administrator (night) and/or campus security guards.
  - F. All incidents (crime and security) must be reported on the appropriate form and turned in to the Vice President of Student Development.

#### II. Security Operations

- A. Cape Fear Community College (CFCC) has a contract with a local, professional security firm to provide security for the Wilmington campus as well as off campus facilities (example: Roland-Grise) when classes are being held or when it is requested by sponsors of special events. An on-site security system is in place at both Pender County facilities. These systems are tied into local police departments.
- B. The guards have portable radios and are constantly patrolling. Should any event requiring security occur, the guards are to contact the City of Wilmington Police (station is one-half block away) and then try to control event until police arrive. Events are reported to the appropriate personnel after the situation is under control. Security escorts are available to walk students, faculty and staff to their car at night. The switchboard operator, located on the second

floor of the McLeod Building, will arrange escorts.

III. Information concerning crime awareness and campus security procedures and practices are disseminated to students and employees through the following.

- A. Faculty, staff and student handouts.
- B. Catalog and Student Handbook
- C. Orientation.

IV. Information data on crime and security violations will be collected starting August 1, 1992. Results of the data will be reported and available for distribution to interested parties.

#### Crime Data

#### WILMINGTON CAMPUS

Occurrence	1997	<u>1998</u>	<u> 1999</u>	2000
Murder	0	0	0	0
Forcible Sexual Offense	1	0	0	0
Non-forcible Sex Offense	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	1	1	0
Burglary	0	1	5	0
Motor Vehicle	0	0	0	0
*Manslaughter			0	0
*Arson			0	0
*Alcohol/Drug Violation			0	0
*Weapons Violation			1	0
*Prejudice Crimes			0	0

#### **BURGAW CAMPUS**

Occurrence	1997	<u>1998</u>	<u>1999</u>	2000
Murder	0	0	0	0
Forcible Sexual Offense	0	0	0	0
Non-forcible Sex Offense	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle	0	0	0	0
*Manslaughter			0	0
*Arson			0	0
*Alcohol/Drug Violation			0	0
*Weapons Violation			0	0
*Prejudice Crimes			0	0

#### HAMPSTEAD CAMPUS

Occurrence	<u> 1997</u>	<u> 1998</u>	<u> 1999</u>	<u>2000</u>
Murder	0	0	0	0
Forcible Sexual Offense	0	0	0	0
Non-forcible Sex Offense	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	1	0	0
Motor Vehicle	0	0	0	0
*Manslaughter			0	0
*Arson			0	0
*Alcohol/Drug Violation			0	0
*Weapons Violation			0	0
*Prejudice Crimes			0	0

<sup>\*</sup>Category not required until 1999.

#### **Judicial Board**

Cape Fear Community College supports students' constitutional right to due process. The Judicial Board is the vehicle to insure the right of appeal.

The Judicial Board will consist of eleven (11) representatives from all areas of the College - faculty, staff, students and administration. The entire board will hear appeals concerning academic suspension, conduct suspension and charges of discrimination and/or denial of service on the basis of race, color, national origin, age, religion, handicap or sex. The Judicial Board's subcommittees will act on other categories of student appeals. The subcommittees, areas of responsibility, and composition are listed below.

#### Academic Subcommittee of the Judicial Board

The subcommittee will hear appeals in the matter of cheating and grades. The subcommittee consists of two (2) faculty, two (2) students and one (1) Student Development staff. One faculty member is to be chosen from each of the academic areas - vocational/technical and college transfer. The committee will select its chairman from the faculty membership.

#### Financial Aid Subcommittee of the Judicial Board

The subcommittee will hear appeals concerning suspension from the College's financial aid programs. The committee will consist of one (1) representative from the following areas - Fiscal Services, Student Development, faculty, and student. The chairman will be selected by the committee.

#### Residency Status Subcommittee of the Judicial Board

The subcommittee will decide matters of residency status for tuition purpose. The committee will consist of one (1) representative from Student Development, College staff, and a student. The committee will selects its chairman.

#### **Grievance Procedure**

The right of appeal is granted to any student who has been placed on academic suspension, conduct suspension or feels he/she has been discriminated against or denied service on the basis of race, color, national origin, age, religion, handicap or sex.

To initiate such an appeal, the student must submit a written appeal to the Vice President of Student Development within five (5) class days after being notified of the suspension or within five (5) class days of the grievous event. The Vice President of Student Development will present the appeal to the Judicial Board within five (5) class days of receipt of the written appeal. The Vice President of Student Development will notify the student of the Judicial Board's decision. The decision of the Judicial Board shall be final with no further appeals.

#### Written Student Complaint

As a matter of practice, CFCC subscribes to the philosophy that student complaints are best resolved on an informal basis. When a student has a complaint he/she should attempt to

resolve concerns with college personnel having responsibilities directly at the source of the complaint. When informal procedures do not resolve concerns, written student complaints should be sent to the Vice President of Student Development who will determine the appropriate college personnel to review the complaint. The student should receive written acknowledgment of the complaint from the Vice President of Student Development within five (5) working days.

The complaint will be reviewed and a collaborative effort will be made to resolve the complaint. Within twenty (20) working days of receipt of the complaint, the student will receive notification of the resolution of the complaint, or of the Colleges position on the complaint.

#### **Sexual Harassment**

Discriminatory personal conduct, including sexual harassment toward any member of the College, is a violation of both State and Federal law and college policy and cannot be tolerated in the College community.

All members of this college community are expected and instructed to conduct themselves in such a way as to contribute to an atmosphere free of sexual harassment. Sexual harassment of any employee or student by any other employee or student is a violation of the policy of this college and will not be tolerated.

Requests for sexual favors and other unwelcome verbal or physical conduct of a sexual nature by any employee or student constitutes sexual harassment when:

submission to such conduct is made either explicitly or implicitly a term or condition of an individuals employment, academic or student status, or

submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual, or

such conduct has the purpose or effect of interfering with an individual's performance or creating an intimidating, hostile, or offensive environment in the workplace or the classroom.

Any student who believes that he or she has been subjected to sexual harassment in violation of this policy should make a confidential complaint to one of the Student Development counselors. If this is not feasible, the student may take the complaint to the Vice President of Student Development.

#### **Evacuation of Buildings**

An evacuation diagram is located on each floor and in each room of every building. The primary route for evacuating a building is indicated by a solid red line. If, for any reason, the primary route is blocked, use the secondary escape route indicated by a broken red line on the diagram. All occupants will follow this procedure EXCEPT HANDICAPPED PERSONS: CFCC staff will make provisions for all handicapped

persons to be evacuated from the building by way of utilization of the outside stairwell and Wilmington Fire Department personnel.

#### **Emergency Evacuation**

Everyone must exit the building when the fire alarm sounds. IT IS NOT AN OPTION TO REMAIN IN THE BUILDING. Treat all alarms as the real thing.

#### **Drug and Alcohol Policy**

Cape Fear Community College is committed to providing an educational atmosphere that is free of substance abuse and encourages healthy and safe lifestyles. Listed below is information on Cape Fear Community College's policy on drugs and alcohol, health risks involved in drug/alcohol abuse, North Carolina's laws regarding drug use, and community resources pertaining to substance abuse.

The use and abuse of drugs and alcohol are subjects of immediate concerns in our society. These problems are extremely complex and ones for which there are no easy solutions. From a safety perspective, the users and/or abusers of drugs or alcohol may impair the well-being of all employees, students, and the public at large, and may result in property damage to the College. Therefore, in compliance with the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, it is the policy of Cape Fear Community College that the unlawful use, possession, distribution, manufacture, or dispensation of a controlled substance or alcohol, is prohibited while on College premises, the College workplace, or as part of any College sponsored activity. Any student violating this policy will be subject to disciplinary action up to and including termination or expulsion and referred for prosecution.

- 1. Cape Fear Community College does not differentiate among unlawful users, sellers, or pushers of drugs or alcohol. Any employee or student who uses, possesses, sells, gives, or in any way transfers alcoholic beverages or a controlled substance is subject to disciplinary proceedings by the College, and referred for prosecution.
- 2. The term controlled substance means any drug listed in CFR part 1308 and other federal regulations, as well as those listed in Article V, Chapter 90 of North Carolina General Statutes. Generally, these are drugs which have a high potential for abuse such as: Marijuana, Cocaine, PCP, Heroin, and Crack among others. They also include legal drugs that are not prescribed by a licensed physician. The term alcoholic beverage includes beer, wine, whiskey and any other beverage listed in Chapter 188 of the General Statutes of North Carolina. Persons within the College community are responsible for knowing about and complying with the Cape Fear Community College Drug/Alcohol Policy.
- 3. Any employee or student who unlawfully possesses, uses, sells, or transfers alcoholic beverages or illegal drugs to another person; or who is convicted of violating any criminal

drug or alcoholic beverage statute while in the workplace, on College premises, or as part of any College sponsored activity, will be subject to disciplinary action by the College up to and including termination or expulsion, and referred for prosecution. Specifically, any such person convicted of a felony, or a misdemeanor which results in an active prison sentence will, if a student. be expelled, or if an employee, be terminated from employment (subject to existing disciplinary policies applicable to state or federal law which may apply to employees). Other misdemeanors or convictions will be evaluated on a case-by-case basis and the specific penalties may range from written warnings with probationary status to enrollment expulsions and employment discharges. The College may also require the employee or student to successfully complete a drug abuse treatment program as a precondition for continued employment or enrollment. Persons charged with illegal drug/ alcohol involvement may be suspended pending any legal proceedings if, it is determined by the President, or his designee, that the persons continued presence within the College would pose a serious and immediate danger to the health or welfare of other persons within the College.

4. Each employee or student is required to inform the Personnel Director or the Vice President of Student Development, respectively, in writing within five (5) days after a conviction of any criminal drug or alcoholic beverage control statute where such violations occurred in the College workplace, on College premises, or as part of any College sponsored activity. A conviction means a plea of or a finding of guilt (including a plea of nolo contendere) and the imposition of a sentence by a judge or jury in any federal or state court.

For those students or employees receiving or working under a federal grant, the College must notify the United States governmental agency from which a grant was made withinten (10) days of receipt of such notice from the grant employee, or otherwise after receiving actual notice of a criminal drug conviction. Appropriate disciplinary action will be taken by the College within 30 calendar days from the receipt of such notice. The law requires that all employees abide by this policy as a condition for continued employment on any federal grant.

#### **Community Services**

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Alcoholics Anonymous	794-1840
Ambulance, Fire, Police, or Sheriff	911
Cocaine Hotline	1-800-222-0828
Columbia Cape Fear Memorial Hospital	452-8100
Crisis Line	
Dept. of Social Services	341-4700
Domestic Violence Shelter & Service	343-0703
Health Department, NHC	343-6500
HIV Aids Information	
Human Relations Commission, NHC	341-7171
Missing Children Help Center	343-6559
Narcotics Anonymous	452-6034
New Hanover Regional Medical Center	343-7000
Rape Crisis Center	
Southeastern Center for Mental Health	251-6440
The Oaks	343-7787
Wilmington Treatment Center	
YMCA	
YWCA	799-6820

For referrals to a community service agency, see a counselor in Student Development.



# EXTENDED SERVICES Continuing Education Department

#### **General Course Information**

CFCC provides training in many areas through its Continuing Education Department programs. Classes are held at the Wilmington downtown campus and at other locations throughout New Hanover and Pender counties. Most classes prepare individuals for employment, or upgrade workers already employed. Besides meeting economic needs, some classes help to improve the students' social and cultural standing in the community.

Training is also provided for employees of area industries and public agencies. Once a specific need has been established, classes can be offered in that area at virtually any time. Full details can be obtained by calling the office of the Dean of Continuing Education, (910) 251-5670.

#### **Admission Requirements**

Generally, any person who is 18 years of age or older, or whose high school class has graduated, is eligible for admission to Continuing Education classes. Applicants are usually admitted on a first-come, first-serve basis. Some classes have specific admission requirements. In such cases, applicants will be properly notified.

#### **Registration and Special Information**

For information concerning the current class offerings and their locations in New Hanover County, call (910) 251-5670. For Pender County classes, CFCC Burgaw Campus, call (910) 675-1439/259-4966; for CFCC Hampstead Campus classes, call (910) 270-3069.

The CFCC Burgaw Campus is located in the Pender Progress Industrial Park. This location is approximately five blocks south of downtown Burgaw adjacent to Burgaw Middle School.

The CFCC Hampstead Campus is located in the former Topsail Middle School, Hampstead.

Students are asked to pre-register but may register for classes at their first class meeting. The individual's Social Security Number is required for registration. Course cost (tuition) will usually be \$55.00 plus the cost of any required text(s) and supplies. A high school diploma is not required for registration. Registration fees for Continuing Education Department classes are not always refundable. The refund policy, as set forth by the North Carolina General Assembly, follows in the next paragraph. Many classes are FREE for N.C. citizens 65 years of age or older. However, for classes designated as

self-supporting, all students must pay the tuition fee and costs for required text and supplies.

#### **Refund Policy**

Please note the following Refund Policy for EXTENSION PROGRAMS, Statutory Authority G.S. 1150-5; Eff. February 1, 1976; Amended Eff. September 1, 1993; August 1, 1983; August 17, 1981; July 8, 1980.

#### .0203 EXTENSION PROGRAMS

- (d) Registration Fee Refunds. A refund shall not be made except under the following circumstances:
- 1. For classes that are scheduled to meet four times or less, a full refund shall be made upon the request of the student, if the student officially withdraws from the class(es) prior to or on the first day of the class(es).
- 2. For classes that are scheduled to meet five or more times, a full refund shall be made upon the request of the student if the student officially withdraws from the class(es) prior to or in the official 10% point of the class(es).
- 3. For classes beginning at times other than at the beginning of the semester, applicable provisions as noted in subparagraphs (d) (1) and (2) of the rule apply. For contact hour classes, 10 calendar days from the first day of the class(es) is the determination date.

**IMPORTANT:** Occupational extension courses are designed for the specific purposes of training individuals for employment, upgrading the skills of persons presently employed, and retraining others for new employment in occupational fields. Students repeating an occupational class more than two times may be charged a higher tuition fee based on actual class contact hours.

### Public Health and Safety Division

#### **Emergency Medical Technical Programs**

For information and class schedules, call (910) 251-5681.

Emergency Medical Technician - training prepares the student to perform basic patient care in a pre-hospital setting. After successful completion of the course, a state examination is required for certification.

#### **Insurance Programs**

For information and class schedules, call (910) 251-5681.

CFCC's Continuing Education Department provides Continuing Education classes for Certification for Insurance Agents as mandated by the North Carolina Department of Insurance. Provider #9090.

#### **Motorcycle Class**

The MSF Rider courses provide students with valuable information about controlling motorcycles and reducing the risk

involved in riding. The DMV waives the riding skills test for motorcycle endorsement applicants who have successfully completed the North Carolina Motorcycle safety education program.

#### **Nurse Aid Program**

For information and class schedules, call (910) 252-5682.

Nurse Aid Level I - Prepares graduates to provide personal care and perform basic nursing skills for the elderly and other adults.

Nurse Aide Level II - Prepares Nurse Aides to perform more complex nursing skills.

Nurse Aide Refresher - A fifteen (15) hour refresher course designed for skill/competency testing of Nurse Aid employees.

#### Family & Adult Home Care Programs

For information and class schedule, call (910) 251-5681.

Family Care Home-Personal Care Training - A twenty (20) hour training program for aides in family care homes who perform basic personal care tasks.

Adult Care Home-Personal Care Training - A forty (40) hour training program for personal care aides in adult care homes of seven or more residents and homes for developmentally disabled adults who perform basic personal care tasks.

## **Electrical Contractors' Renewal Course Programs**

For more information, call (910) 251-5681.

The Electrical Contractors' Renewal Courses are held throughout the year. This provides Electrical Contractors the six hours of mandatory continuing education credits required to maintain a license.

#### **Real Estate Continuing Education Program**

For more information, call (910) 251-5689.

CFCC offers eight (8) hour seminars during the months of December, February, and May which are designed to provide Real Estate Agents their required continuing education credits as mandated by the North Carolina Real Estate Commission. Provider #1021.

#### **Concealed Carry Safety Course**

For information and class schedules, call (910) 251-5689.

Teaches the aspects of the N.C. Concealed Carry-Handgun law including fundamentals of safety and basic marksmanship. Six (6) hours of classroom and six (6) hours range training. The course is offered twice a year.

## **EPA/CFC Refrigerant Recovery/Recycling Certification Exam**

For information and schedule, call (910) 251-5689.

Course designed for HVAC technical personnel to assist in meeting EPA mandated training requirements in preparation for the N.C. State Board of Refrigeration Examiners. Course is offered every three months.

#### Leisure & Recreational Courses

Courses offered in Pottery, Painting and Photography. For information and class schedules, call (910) 251-5689.

**Computer Instructional Programs** 

Call (910) 259-4966/675-1439 for classes at CFCC Burgaw campus, and (910) 270-3069 for classes at CFCC Hampstead campus.

Computer classes are offered throughout the year. New classes begin monthly. Check the various CFCC campuses for computer courses currently available.

#### N.C. General Contractors Residential Licensing Seminars

Seminars are offered every three months. For information, dates and times, call (910) 251-5689.

**Auto Safety Inspection Classes** 

These classes are for auto inspection certification or re-certification as required by the State of North Carolina.

#### **Fundamental of Heating I**

This class covers the following: Gas Appliances, Gas Piping, Venting, Combustion and Ventilation.

Marine Captain's Course

This course will provide students with the information necessary to take the U.S. Coast Guard examination for licensing as an Operator of Uninspected Passenger Vessels or the Master@s License for vessels up to 100 gross tons, on inland, near coastal or ocean waters.

#### Notary

This course is required by the state of North Carolina in order to apply to become notary. All requirements for becoming a notary are covered in this course.

#### Sailing

Sailing on the Cape Fear River is designed for beginner and more advanced students.

#### **Kayaking**

This course covers the essentials needed to begin your kayaking experience in a simple step by step process.

#### **Aviation Ground School**

This course is designed to provide all ground school training for people interested in flying or working with the FAA as a tower operator or radar operator. This course is only classroom time and does not include flight lessons.

As needed Upholstery, Ceramic Tile, Self-Defense, and Small Engine classes will be offered.

#### Basic Skills Division

The Basic Skills Division includes the following programs for adults 16 years of age or older, who wish to begin, continue, or expand their educational skills:

Adult Basic Education (ABE)
Adult High School Diploma (AHS)
Compensatory Education (CED)
English As A Second Language (ESL)
General Education Development (GED)
Human Resources Development Program (HRD)
JobLink Career Center
Workforce Investment Act (WIA)

All classes are offered at convenient times and locations. Anyone under 18 years of age must have school and parental release forms. For more information about Basic Skills Division programs, including release forms, call (910) 251-5679.

#### Adult Basic Education (ABE) Classes

The ABE program is designed for persons 16 or older with or without a high school diploma or its equivalency who function below the ninth grade level. Students receive individualized instruction in basic math, language, and reading. These classes improve adults basic skills preparing them to later enroll in GED or Adult High School Diploma classes. Classes are offered at various times and at convenient locations on and off the CFCC campuses.

#### General Educational Development (GED) Classes

The GED program is designed for persons 16 or older with or without a high school diploma or its equivalency who have not graduated from high school and who function at or above the 9th grade level. Students receive individualized instruction to prepare for the five areas of the GED exam. Persons who pass the GED will receive a high school equivalency certificate. Students who already have a high school diploma are not eligible to earn a GED.

#### **Pre-registration/Orientation**

To enroll in ABE or GED classes at CFCC, students must attend a pre-registration and orientation session. No appointment is necessary, but only the first 25 students will be admitted to each session. All sessions are held on the main campus of CFCC. Students who wish to enroll in off-campus classes may register at the class site. Cost is FREE.

#### **GED Testing**

For more information on test dates and times, call (910) 251-5143.

Individuals wishing to take the high school equivalency exam must provide proof of age, identity, and N.C. Residency. (A valid N.C. Driver's License or N.C. Special I.D. will satisfy these requirements.) A pre-GED pass form as well as your social security number are required. The cost of the GED test is \$7.50.

#### **Pre-GED Testing**

No appointment is necessary; however, students must take the Pre-GED lab and pass the Pre-GED test before taking the GED test.

For more information, call (910) 251-5641. Cost is FREE.

#### Adult High School Diploma (AHS) Classes

The Adult High School program is designed for persons over 18 year of age who have not completed high school and wish to earn a high school diploma. Students who are 16 or 17 years old may enroll only if they have officially withdrawn from public school. If a licensed driver, a 16-17 year-old must present a valid North Carolina Driver's License or Permit. To receive a DMV Eligibility Certificate, student's must be enrolled at least six (6) months, attend at least 60 hours per month, and pass at least two credits before the form is issued. Students must complete 20 units and pass the North Carolina Competency Test to be eligible to graduate. Classes meet nightly, Monday through Thursday, from 5:45 pm until 9:45 pm at campus sites in Wilmington and Burgaw. The cost is FREE. For registration information, please call (910) 251-5682.

## English As A Second Language (ESL)Classes For information call 910-251-5149.

The ESL program is designed for persons 16 years or older whose native language is not English. Instruction focuses on English skills that will enable students to interact effectively in the community, workplace, or in higher education.

Classes are designed to serve the needs of those individuals who have no English skills up to and including individuals who are preparing for university study. ESL classes help individuals develop skills to secure a job, help children with schoolwork, talk on the phone, meet new people, and improve communication skills.

In addition, TOEFL classes are offered to assist individuals preparing to enter a college or university and need to pass the Test of English as a Foreign Language.

#### **Compensatory Education Program Classes**

The CED program is designed for mentally challenged adults to prepare them to be able to function in society. Areas of classroom instruction include community living, consumer education, vocational education, math, social science, language, and health. For more information, call (910) 251-5678. Cost is FREE.

#### Human Resources Development (HRD) Program

The HRD program provides classes in employment and marketing techniques. Topics include resume writing, interview-

ing techniques and communication skills, which will enable the student to project a professional image. Job placement service is also provided. HRD class size is limited, so pre-registration is required. For more information, call (910) 251-5684 or 251-5686.

#### **Workforce Investment Act (WIA)**

The WIA program is a grant-funded literacy and workforce training program which provides literacy skills enhancement, counseling, transportation, and short-term training. The WIA centers are situated on the CFCC Burgaw and Hampstead campuses to provide non-traditional basic literacy education through the use of computer assisted instruction (CAI). The centers utilize microcomputers as well as instructors and volunteer tutors. For information, call (910) 259-4966 in Burgaw, (919) 270-3069 in Hampstead, or (910) 251-5685 in Wilmington.

#### JobLink Career Centers

The JobLink Career Center is a "one-stop" for job seekers and employers to access employment and training services designed to meet their individual employment needs. Help with developing a resume, employment letters, job interview skills, job application completion and job search techniques are available. JobLink Career Centers are located in New Hanover and Pender Counties. The New Hanover County JobLink Center's telephone number is (910) 251-5777. The Pender County Career JobLink Center's telephone number is (910) 259-9105.

## **HRD Orientation for Incoming AHS and GED Students**

This is a ten (10) hour orientation to familiarize new students with the operations, procedures, and expectations of the Basic Skills Department. Students receive instruction on requirements for successful completion of the program, including test-taking skills, self-esteem building, critical thinking/problem solving, goal setting, and team building. Students receive information pertaining to curriculum choices, financial aidassistance, admissions procedures, and a tour of the college. The student must have a CFCC picture ID, in order to use the Learning Lab/Library.

## Center for Business, Industry, & Government

The Center for Business, Industry, and Government offers seminars and customized industry training for individuals and businesses in New Hanover and Pender counties.

To request industry training or receive information on upcoming classes or seminars, call (910) 251-5696, check our web page at <a href="http://cfcc.net/big">http://cfcc.net/big</a> or email us at <a href="bigcenter@cfcc.net">bigcenter@cfcc.net</a>.

#### **Small Business Seminars**

Topics of interest to existing and prospective small business owners are offered throughout the year. Seminar topics include: starting a business, writing the business plan, financing the business, marketing, and Occupational Safety and Health Administration (OSHA) standards. To enter your name on the mailing list or to receive a brochure of upcoming seminars, call (910) 251-5696 or email us at bigcenter@cfcc.net.

#### **Small Business Counseling and Referral**

The Small Business Center maintains a library of small business planning brochures that are free to the prospective or existing business owner. There are two computers with business plan software available for client use. The center also offers free one-on-one counseling and referral to area resources.

#### **Industry Training**

The Center for Business, Industry and Government provides training for industry at CFCC as well as on-site at your business. Topics vary widely according to industry need and can be customized. Examples of industry offerings include: technical training, basic computer and software program skills, oral and written communication skills, management, supervision, quality standards, ISO 9000, customer service, and teambuilding. Industry training requirements can be identified via the BIG Center's home page <a href="http://cfcc.net/big.">http://cfcc.net/big.</a>

#### **Computer Instructional Programs**

Call (910) 259-4966/675-1439 for classes at the Burgaw campus, (910) 270-3069 for classes at the Hampstead campus, and (910) 251-5696 for classes at the Wilmington campus. Computer classes are offered throughout the year. New classes begin monthly. Check the various CFCC campuses for computer courses currently available. Online computer courses are now being offered.

#### **New and Expanding Industry Training (NEIT)**

The New and Expanding Industry Training program is designed to develop and deliver training for the workforce of any new, re-locating or expanding industry in our service area. This includes pre-employment assistance, providing training and instructors for a company's specific needs, using community college training facilities, and providing pertinent training supplies and materials.

Call 251-5150 for more information.

#### **Focused Industry Training (FIT)**

FIT is intended for workers in qualifying manufacturing operations, software design companies and computer systems design organizations who need to update their technical skills. This includes helping companies assess their training needs and develop their training plans. Typically this training combines on-the-job learning with classroom instruction. Training can be customized to fit an industry's specific needs and can be offered at the company site or at Cape Fear Community College.

Call 251-5150 for more information.

**Apprenticeship Training** 

Offered in partnership with the NC Department of Labor, this program is designed to provide the specific skills associated with a trade. On-the-job training, combined with classroom instruction, develops the employees hands-on-skills, and results in the award of a certificate as a journeyman in the trade.

For information on Business and Industry Services, call (910) 251-5696 or 251-5699.

**Teleconferencing** 

Cape Fear Community College has downlink capabilities via a satellite dish to receive teleconferences which may originate from anywhere in the nation. These teleconferences represent a wide range of interests including: health care, higher education, law enforcement, small business, photography, plus many more.

These teleconferences are shown in the Teleconference Center (S-501) and the Auditorium (S-002), and broadcast over a large projection screen. The Teleconference Center has a seating capacity of 50 people and the Auditorium has a seating capacity of 115 people.

#### Distance Education

CFCC offers distance education (DE) courses. DE is a medium or educational format that enables learning to occur when the student and the instructor are physically separated from each other in time and place. The goal of DE is to provide an alternative delivery system for students who prefer a non-lecture type learning environment and to provide students more access to course offerings at the institution. These courses may be offered via *telecourses*, *videocassettes*, the *North Carolina Information Highway*, or the *Internet*.

All courses have deadlines for the assignments, but students have more flexibility to complete these assignments than the traditional courses would allow. Some students find these courses very demanding and requiring more preparation than the traditional courses. Depending on the course, it is not uncommon to devote up to six hours per week on a course. Generally, students stay at home and take the course, but they must come to campus for orientation and for completion of some assignments, like labs, exams, and oral presentations. course requirements will vary. Students have access to their faculty via email, telephone correspondence, and office visits (Each faculty member maintains one office hour per week.)

DE courses are ideal for students who are self-motivated, resourceful, independent learners. Students should have time management, organizational, critical thinking, study, test taking and writing skills and should be comfortable using technology.

Fall and spring semesters, CFCC may offer courses via telecourses, Internet courses and the North Carolina Information Highway. A telecourse is televised for adult learners and broadcast over the local public television stations or via videocassettes. Most telecourses are aired on the UNC-Public Broadcasting Station (PBS), Channel 39, WUNJ. Telecourses usually run for thirteen weeks and consist of twenty-six 30-minute television lessons. The last viewing time is not necessarily the end of the course.

CFCC has formed educational partnership with the New Hanover County Schools and the University of North Carolina at Wilmington called the Learning Network of the Cape fear (TLN). A few telecourses are offered on TLN, Channel 5, Time Warner Cable.

Internet course houses course content on a computer. Students must have access to off-campus computer connected to the Internet. Some courses may require specific software on the hardware. Students are expected to be competent in basic computer skills.

Section "TC" denotes a telecourse; Section "IN", Internet course; Section "FO", a fiber optic course.

Courses offered may include the following: ART 111 (TC); BUS 115 (TC); Bus 137 (IN and TC); BUS 230 (TC); COM 110 (IN); CHM 151 (IN); ECO 151 (IN and TC); ENG 111 (IN); ENG 112 (IN); ENG 114 (IN); ENG 131 (TC); HIS 121 (FO and TC); HIS 122 (FO and TC); MKT 120 (TC); OST 131 (IN); PSY 150 (IN and TC); SOC 210 (N and TC).

Students must attend orientation, which is held on Saturdays. Former DE students must attend the instructors' session only. If an emergency occurs preventing a student from attending, the student should contact his/her instructor as soon as possible. If the orientation coincides with a student's class, the student should contact the DE instructor, inform the instructor about the class conflict, and request a first-day handout.

Only the instructor is authorized to sign withdrawal and financial aid forms.

Registration procedures for these classes are the same as those for traditional classes. During regular registration and drop/add, a DE brochure is available in the Schwartz Center.

Important websites:

- 1. <a href="http://cfcc.net/disted--the">http://cfcc.net/disted--the</a> website for distance education information.
- 2. <a href="http://cfcc.net/english--the">http://cfcc.net/english--the</a> website for the English department.
- 3. <a href="http://cfcc.net/admissions/index.html--the">http://cfcc.net/admissions/index.html--the</a> website for Admissions (online admission form, current tuition and fees, financial aid information, online catalogue, TRAC: Telephone Registration at Cape Fear).

## **PROGRAMS OF STUDY**

	<u>Code</u>	<u>Degree</u>	Diploma	Certificate
Accounting	A25100	AAS		
Air Conditioning, Heating, and Refrigeration Technology	D35100		*	*
Architectural Technology	A40100	AAS		
Associate Degree Nursing	A45100	AAS		
Associate in Arts	A10100	AA		
General Studies				
Associate in Arts				
Pre-Majors				
Art Education	A1010A	AA		
Business Education & Marketing Education	A1010C	AA		
Criminal Justice	A1010D	AA		
Elementary Education, Middle Grades Education,	A1010P	AA		
and Special Education				
English	A1010E	AA		
English Education	A1010F	AA		
History	A1010H	AA		
Political Science	A1010K	AA		
Psychology	A1010L	AA		
Social Work	A1010Q	AA		
Sociology	A1010N	AA		
Speech/Communication	A10100	AA		
Associate in Science	A10400	AS		
General Studies				
Associate in Science				
Pre-Major Mathematics	A1040E	AS		
Autobody Repair	D60100		*	*
Automotive Systems Technology	A60160	AAS		
Basic Law Enforcement Training	C55120			*
Boat Building	D35120		*	*
Business Administration	A25120	AAS		
Carpentry	D35180		*	
Chemical Technology	A20120	AAS		
Computer Engineering Technology	A40160	AAS		*
Cosmetology	D55140		*	
Criminal Justice Technology	A55180	AAS		
Culinary Technology	A55200	AAS		*
Customer Service	C25120			*
Dental Assisting	D45240		*	
Dental Hygiene	A45260	AAS		
Early Childhood Associate	A55220	AAS	*	*

	C.J.	Dagues	Dinlama	Cartiffication
	Code	Degree	Dipioma	<u>Certificate</u>
Electrical/Electronics Technology	A35220	AAS	*	
Electronics Engineering Technology	A40200	AAS		*
Electronics Engineering Technology	A4020A	AAS		
Instrumentation Concentration				
*Environmental Science Technology	A20140	AAS		*
Film and Video Production Technology	A30140	AAS	*	
Heavy Equipment and Transport Technology	A6024C	AAS	*	
Marine Systems Concentration				
Hotel and Restaurant Management	A25240	AAS		*
Industrial Maintenance Technology	D50240		*	
Information Systems	A25260	AAS		*
Interior Design	A30220	AAS		
Landscape Gardening	A15260	AAS		
Licensed Practical Nurse Refresher	C45390			*
Machining Technology	A50300	AAS		*
Manicuring/Nail Technology	C55400			*
Marine Propulsion Systems	D60220		*	*
Marine Technology	A15320	AAS		
Masonry	D35280			*
Mechanical Engineering Technology	A40320	AAS	*	*
Medical Transcription	D25320		*	
Occupational Therapy Assistant	A45500	AAS		
Office Systems Technology	A25360	AAS		
Paralegal Technology	A25380	AAS		
Pharmacy Technology	D45580		*	
Phlebotomy	C45600			- *
Practical Nursing	D45660		*	
Radiography	A45700	AAS		
Real Estate	C25400			*
Real Estate Appraisal	C25420			*
Speech-Language Pathology Assistant	A45730	AAS		
Truck Driver Training	C60300			*
Welding Technology	D50420		*	*

AA-Associate in Arts Degree (College Transfer) Two-Year Program AS-Associate in Science Degree (College Transfer) Two-Year Program AAS-Associate in Applied Science Degree Two-Year Program Diploma-One-Year Program Certificate-Program length varies

<sup>\*</sup>This program is not offered in 2001-2002.

## College Transfer

#### $Information \, and \, Articulation \, Agreements \,$

#### Minimum Undergraduate Admissions Requirements (MAR)

To enroll in a senior institution in the University of North Carolina (UNC) System, students whose high school class graduated in 1990 or later must have completed the following high school requirements:

- Four (4) units of English (emphasizing grammar, composition, and literature).
- Three (3) units of mathematics (including Algebra I, geometry, and Algebra II or a higher-level math for which Algebra II is a prerequisite).
- Two (2) units of social studies (including one unit of US history).
- Three (3) units of science (including a unit of life or biological science, a unit of physical science, and at least one laboratory course).

If a student has not met all the above requirements, the student is considered deficient in MAR. To remove a MAR deficiency and enroll in the UNC System, a student may choose one of the following options: 1) earn an Associate of Arts Degree or an Associate of Science Degree; 2) complete the general education core, which consists of 44 semester hours, or 3) complete the following:

- Six (6) semester hours of freshman composition.
- Six (6) semester hours of college-level mathematics (must have an M-A-T prefix). Exception: East Carolina University and the University of North Carolina at Wilmington will allow a college transfer computer course—CIS 110 or 115—to fulfill the second math requirement.
- Six (6) semester hours of natural sciences.
- Six (6) semester hours of social and behavioral sciences.

Students should always check with the Admissions Office of the receiving institution for the most current transfer information. The UNC institutions may waive some of the minimum requirements for applicants who require special consideration.

## The North Carolina Comprehensive Articulation Agreement (Date of Implementation: Fall of 1997)

To facilitate the transfer of students between the North Carolina Community College System and the constituent institutions of the University of North Carolina System, the North Carolina General Assembly mandated the Comprehensive

Articulation Agreement (CAA). The CAA includes only two degrees at the community college level: the Associate in Arts and the Associate in Science. The main difference between the two degrees is that the Associate in Science Degree requires a stronger background in math and science than the Associate in Arts Degree. Both degrees consist of a general education core of at least 44 semester hours and 20-21 semester hours of electives. The core provides opportunities for students to know the philosophy, literature, institutions, and art of their own culture and other cultures; to understand math and science; to communicate with others and develop a sense of community. The core also helps students achieve competencies in the following: reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers (SACS Criteria 4.2.2). The electives provide opportunities for students to explore other areas of interest.

While general education courses may be used as electives, electives may not be used to fulfill general education requirements. Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, before or after transfer to the senior institution. Only 64 semester hours are guaranteed to transfer.

- To receive *maximum* benefit from the CAA, students may transfer as juniors if they follow these guidelines:
- Earn an Associate in Arts Degree or an Associate in Science Degree.
- Earn a grade of "C" or better in all CAA courses.
- Earn an overall grade-point average of a "C" at the time of transfer (course repeats will be included in the calculation).
- Obtain acceptance at the UNC institution.

If students elect not to obtain an associate degree, they may still transfer their general education core (44 semester hours) provided that they earn a "C" in each CAA course, earn an overall grade-point average of a "C," and obtain acceptance.

If students do not complete an associate degree (64 semester hours) or the general education core (44 semester hours), receiving institutions will evaluate the transfer credits on a course-by-course basis; and the students will come under the basic studies requirements of the receiving institution.

Under the CAA, no student is guaranteed admission to the UNC institution or to any specific program or professional school in the institution. Admission is a competitive process.

#### The Articulation Agreement Between Cape Fear Community College and The University of North Carolina at Wilmington

Effective March 1, 1999, the University of North Carolina at Wilmington (UNCW) agrees to accept for academic credit college transfer course work completed at Cape Fear Community College (CFCC). Graduates of a college transfer program

at CFCC may receive *automatic* admission and transfer to UNCW as a junior if they meet the following criteria:

- Earn a "C" in each transferable course
- Earn an overall grade-point average of a "B" (based on CFCC's calculation) or a 3.0 on a 4.0 scale
- Complete an Associate in Arts Degree or an Associate in Science Degree
- Complete the admissions process at UNCW.

Sixty-four (64) semester hours are guaranteed to transfer.

#### **Purpose of the College Transfer Programs**

The college transfer programs provide the first two years or the basic studies requirements of a baccalaureate degree. If students plan to transfer to a four-year college or university, they should declare a college transfer program as their program of study. Cape Fear Community College (CFCC) offers fifteen (15) college transfer programs: two (2) general studies and (13) premajors. The general studies programs enable a student to transfer as a **junior** at one of the sixteen institutions in the University of North Carolina (UNC) System; the premajors are *specific* college transfer programs or tracks that enable a student to transfer as a **junior in the major** at a UNC institution. Courses in the premajors are more selective than the courses in the general studies programs.

These academic programs help students develop the abilities to solve problems, understand scientific principles, write and speak effectively, use computers, reason and think critically, research, understand cultures, manipulate numerical data, and work in teams—invaluable workplace skills for the 21st century. Across the college transfer curricula, faculty try to adapt to students' learning styles by using a variety of teaching techniques. In turn, students are expected to adapt to a variety of teaching styles. To evaluate student performance, faculty use some of the following methods: critical analysis papers and research papers; article review; book critique; organized discussions; videos summaries and applications; journals and novels; study guides/concept sheet assignments; readers' analysis of readings; debates; current events papers; project/oral presentations; exams/quizzes (true/false, fill-in-the-blanks, short answers, multiple choice, essay); portfolios; hands-on assignments and faculty observation; peer reviews; role-playing; resumes, business letters, and compositions.

Enrollment in the combined college transfer programs averages more than 2,200 students per semester, excluding summer sessions. A majority of CFCC students transfer to UNC-Wilmington, East Carolina University, Appalachian State University, North Carolina State University, and UNC-Charlotte. The following website provides reports on the academic performance of North Carolina Community College System students who transfer to UNC institutions: http://www.ga.unc.edu/student\_info/tsp/.

#### **Selection of College Transfer Courses**

The Transfer Advisory Committee, consisting of university and community college faculty in North Carolina, established a list of courses which constitutes the general education transfer core. From this list of about 170 courses, faculty and administrators in the Arts and Sciences Division at CFCC selected 145 courses to design the college transfer programs. While all 145 courses are listed in the Associate in Arts: General Studies program, all the courses may not appear in each college transfer program. Only those courses that are listed in a college transfer program may count toward that program. The transfer programs consist of 44 semester hours of the general education core and a minimum of 20 semester hours of electives or other required hours. Exception: The Mathematics premajor consists of 46 semester hours of the general education core and a minimum of 18 semester hours of electives.

#### Purpose of the Associate in Arts: General Studies Program

The Associate in Arts: General Studies program is designed for students who are uncertain of their major but intend to pursue a Bachelor of Arts Degree and need a strong liberal arts background. This background helps provide students with flexibility in their career choice. The program is also designed for students who are certain of their liberal arts major, but CFCC does not offer the premajor or the specialized transfer track. For example, a student planning to major in Health Education or Nursing at a UNC institution should select the Associate in Arts: General Studies program because CFCC does not offer a Health Education or a Nursing premajor.

## Purpose of the Associate in Science: General Studies Program

The Associate in Science: General Studies program is designed for students who are uncertain of their major but intend to pursue a Bachelor of Science Degree and need a strong background in math and science. This program is also designed for students who are certain of their intended major and need a strong background in math and science, but CFCC does not offer the premajor. For example, students pursuing an engineering degree and planning to transfer to a four-year institution should enroll in the Associate in Science: General Studies program since CFCC does not offer the Engineering premajor. Students who plan to major in disciplines like agriculture, astronomy, biology, chemistry, forestry, medicine, textile, and engineering, should declare the Associate in Science: General Studies as their program of study.

#### **Differences Between the General Studies Programs**

The Associate in Arts: General Studies and the Associate in Science: General Studies programs are similar except in three ways. The Associate in Science: General Studies program requires

- A higher-level math
- A two-course sequence in general biology, general chemistry, or general physics

• A minimum of 14-semester hour credits of college transfer courses in mathematics, natural sciences, computer science, and/or other premajor courses.

**Purpose of the Premajors** 

Fall of 1999, CFCC implemented thirteen premajors. A premajor is a two-year college transfer program in a specific academic discipline and enables a student to transfer as a junior in the discipline. If a student completes a premajor and meets the criteria of the statewide Comprehensive Articulation Agreement, the student may be eligible to transfer to the receiving UNC institution as a junior in the major. CFCC offers twelve (12) Associate in Arts premajors: Art Education; Business Education and Marketing Education; Criminal Justice; Elementary Education, Middle Grades Education, and Special Education; English; English Education; History; Political Science; Psychology; Social Work; Sociology; and Speech/Communication. One (1) Associate in Science pre-major is offered: Mathematics. The premajors have more prescribed courses mandatory or highly recommended—than the general studies programs. The last statement(s) of each program description list the UNC institutions that offer a degree in the major.

#### Choosing a Program of Study

When choosing a program of study, students should consider their talents/abilities, personality, and passions/dreams. Students should research the career of their choice for information about the following: the nature of the career, qualifications, salary range, market demand, employment locations, and related fields. More information about careers is housed in CFCC's Career and Testing Services (Room A206, Galehouse Building). Through a classroom project, an extracurricular activity, or an interview with someone in a field, a student may decide his or her career goal.

## The 16 Public Institutions in the University of North Carolina System

Appalachian State University
East Carolina University
Elizabeth City State University
Fayetteville State University
North Carolina A&T State University
North Carolina Central University
North Carolina School of the Arts
North Carolina State University

UNC-Asheville
UNC-Chapel Hill
UNC-Charlotte
UNC-Greensboro
UNC-Pembroke
UNC-Wilmington
Western Carolina University
Winston-Salem State University

The 16 Private Colleges and Universities in North Carolina that endorse the Statewide Comprehensive Articulation Agreement

> Barber-Scotia College Barton College Belmont Abbey College Bennett College **Brevard College** Campbell University Catawba College Chowan College Johnson C. Smith University Livingston College Mars Hill College Mount Olive College Pfeiffer University Queens College Saint Andrews College Wingate University

#### **College Transfer Advising Information**

Currently enrolled students who plan to return to CFCC the subsequent semester, should make an appointment with their advisor ONE WEEK prior to the Advisement Period; meet with their advisor at the scheduled time, presenting a tentative schedule and an alternate list of courses; register by telephone; and pay for their courses within two days of telephone registration. Advantages: A better chance of getting the classes at the times desired! More personal advising! An opportunity to avoid long lines during general registration! The Advisement Period is two weeks. When meeting with an advisor, students should have the following documentation available:

- A copy of their Transfer Credit Evaluation form—Students who have attended a post secondary institution and transferred credits to their CFCC program, should have received a Transfer Credit Evaluation form (often referred to as a "credit slip") that shows the course equivalencies. Courses will transfer if they are similar to CFCC's courses in content and credit hours and if students have earned at least a "C-" or higher in the courses. Students are awarded "CT" credit (credit by transfer), and the "CT" appears on student transcripts. The grade of "C-" or higher appears on the Transfer Credit Evaluation form, not on the CFCC transcript, and is not computed in the grade-point average. It is the responsibility of a CFCC counselor to evaluate transcripts and award credit for the courses that directly count toward a program.
- A copy of their ASSET Placement scores—Most college transfer courses require students to be proficient in reading. ENG 111 requires proficiency in reading *and* writing. The scores on the math placement test determine math placement only. If students are waived from any portion of the ASSET Placement Test, they must have clearly stated documentation from a CFCC counselor.

- A current CFCC catalog/handbook—The catalog/handbook is the student's reference to course descriptions, program requirements, student rights, rules, and other information that helps students succeed academically. Students are responsible for knowing and meeting their program requirements, including the prerequisites and the corequisites. If students sign up for classes and have not met the prerequisite(s), students may be dropped from the class. Students should not bypass a prerequisite.
- A writing instrument—preferably a pencil—to complete the registration or drop/add form.
- A class schedule—Students should familiarize themselves with the information in the class schedule. This institution does not grant class overrides—permission to enroll in a class when the class monitor indicates maximum student capacity. When selecting a course schedule, students should consider the class times, their work schedule, and their family responsibilities. If students withdraw from a class, they should complete a withdrawal form, have the instructor sign the form, and take it to the Admissions and Records Office for processing.

During general registration, the open and closed class monitors provide an alphabetical listing of all the college transfer, technical, and vocational courses by their prefix, number, and title. A complete list of the college transfer courses is listed on page 41 of this catalogue. The class times are listed in the class schedules, not on the open and closed class monitors.

During the summer, CFCC operates on a 4 1/2-day work week, closing promptly at 11:30 a.m. on Fridays.

CFCC offers fifteen (15) college transfer programs; students should know the specific name of their program to help ensure accurate advising. If students change their program of study, they should see a counselor and have their transcript reevaluated. Program changes should be made at least three or four weeks before the Advisement Period.

Each college transfer program has curriculum guideline worksheets housed in N203, S201, S202, S301, S312, and S602. Students should fill out the appropriate worksheet, keep it updated, and have it available whenever they meet with an advisor. Completion of the worksheet will help students and advisors keep track of program requirements.

If students plan to receive maximum benefit from the State-wide Comprehensive Articulation Agreement (CAA), they are advised to complete their associate degree (64 semester hours). The more credit hours a student earns, the greater a student's opportunity to get the classes of choice, provided he or she registers by telephone and pays the tuition on time. Students may also benefit from this agreement if they complete the general education core (44 semester hours). Students who do not wish to complete their degree or the general education core,

should check with the receiving institution for updated transfer equivalencies and minimum requirements for transfer.

## Course Recommendations for Students Who Plan to Benefit from the CAA

Students are advised to complete the following:

- ENG 111 the first semester and ENG 112 or 113 or 114 the second semester. Since most college transfer courses require a proficiency in reading and various writing assignments, these two composition courses help students understand the writing process, develop the ability to produce expository prose, and develop good research skills. If students do not place into ENG 111, they should enroll in the appropriate developmental reading/writing course. Students taking a developmental course are allowed to take a selected list of college transfer courses (listed in this catalog/handbook under the section entitled "Developmental Studies").
- A curriculum math course or the appropriate developmental math course.
- · A natural science requirement.
- The remaining general education core.
- The electives or other required hours, generally totaling 20-21 semester hours. Depending on the program of study, students may fulfill all or part of their 20-21 semester hours by selecting additional general education courses or the electives listed in the Other Required Hours section of the program. Some programs, particularly the premajors, have electives that are required (mandatory) and/or highly recommended (not required but strongly suggested). These requirements or recommendations are listed on the curriculum worksheets.

Reminders: Classes that generally fill quickly include the following: ART 261- Photography; BIO 111—General Biology; BIO 168—Anatomy and Physiology; CIS 110—Introduction to Computers; COM 110-Intro to Communication; HUM 160—Introduction to Film; GEL 113-Historical Geology and GEL 120-Physical Geology; SPA 111—Elementary Spanish; and college transfer Internet classes.

The following classes have mandatory labs: AST 111, CHM 131, MAT 140, MAT 151, MAT 161, MAT 171, MAT 172, MAT 175, MAT 263, and PHY 110. Each college transfer course designated as a lab has the letter "A" after the course number (example: AST 111A). Students should select the lab section that corresponds with the lecture section (example: MAT 171, Section 2, and MAT 171A, Section 2).

In addition to the purchase of a textbook, some art classes require students to purchase supplies. The following costs are estimations and will depend on the instructor, the place of purchase, and the maker/manufacturers: ART 121-Design I, \$75-\$100; ART 131-Drawing I, \$80 - \$100; ART 240- Paint-

ing I, \$131 (an additional \$80 needed if a class wants to learn about watercolors and oils/acrylics.); and ART 261- Photography, \$120 for film, paper and supplies. ART 261 also requires students to have a manual 35-millimeter camera.

Students are required to purchase a graphic calculator (an estimate of \$100) if they enroll in the following math classes: MAT 161, MAT 171, MAT 172, MAT 175, and MAT 263.

Students should observe the school calendar, published in the front of the catalogue.

SUMMARY—Currently enrolled students are advised to a) get the proper documentation for advising; b) make an appointment and see their advisor during the Advisement Period; c) register by telephone; and d) pay their tuition within two days of telephone registration and avoid being dropped from their classes for non-payment.

All currently enrolled students should see their advisor during the Advisement Period even if they do not plan to register by telephone. If students prefer to wait until general registration, the same documentation mentioned above will be needed, the advising process will be more time-consuming, and many classes will be already full.

Students should keep all documentation—ASSET scores, credit slips, transcripts, and verification of their having met prerequisites—and present it to their instructors during the first week of class if such information is requested.



#### A List of the College Transfer Courses Offered at CFCC

Officieu at Cr	CC	
ACC 120	ENG 232	PED 148
ACC 121	ENG 233	PED 152
ANT 210	ENG 241	PED 166
ART 111	ENG 242	PED 167
ART 114	ENG 251	PHI 215
ART 115	ENG 252	PHI 230
ART 116	ENG 261	PHI 240
ART 117	ENG 262	PHY 110
ART 121	ENG 273	PHY 110A
ART 122	ENG 274	PHY 151
ART 131	FRE 111	PHY 152
ART 132	FRE 112	PHY 251
ART 171	FRE 211	PHY 252
ART 240	FRE 212	POL 120
ART 261	GEL 111	POL 130
ART 283	GEL 111	POL 210
AST 111	GEL 119 GEL 120	POL 220
AST 111A	GEL 120 GEL 230	PSY 150
BIO 111	HIS 115	PSY 241
BIO 111	HIS 121	PSY 281
BIO 168	HIS 122	REL 110
BIO 169	HIS 131	REL 111
BIO 175	HIS 132	REL 112
BUS 115	HIS 221	REL 211
CHM 131	HUM 110	REL 212
CHM 131A	HUM 160	REL 221
CHM 132	MAT 140	SOC 210
CHM 151	MAT 140A	SOC 213
CHM 152	MAT 151	SOC 220
CIS 110	MAT 151A	SOC 230
CIS 115	MAT 161	SOC 240
CJC 111	MAT 161A	SPA 111
CJC 121	MAT 171	SPA 112
CJC 141	MAT 171A	SPA 211
COM 110	MAT 172	SPA 212
COM 120	MAT 172A	
COM 231	MAT 175	
DRA 111	MAT 175A	
DRA 122	MAT 263	
DRA 170	MAT 263A	
DRA 171	MAT 271	
DRA 211	MAT 272	
DRA 212	MAT 273	
ECO 151	MAT 280	
ECO 251	MAT 285	
ECO 252	MUS 110	
EDU 116	MUS 112	
ENG 111	MUS 113	
ENG 111 ENG 112	PED 110	
ENG 112 ENG 113	PED 113	
ENG 113 ENG 114		
	PED 115	
ENG 125	PED 122	
ENG 126	PED 125	
ENG 131	PED 130	
ENG 231	PED 143	

## ASSOCIATE IN ARTS

## General Studies

The Associate in Arts Degree program is designed to provide a broad background in the core courses of a liberal arts curriculum and comprises the first two years of a four-year baccalaureate degree. A strong liberal arts background provides students with flexibility in career options.

The program is recommended for students who plan to pursue a Bachelor of Arts Degree in a liberal arts discipline but who have not decided their academic major. This program is also recommended for students who have decided their liberal arts major, but CFCC does not offer the premajor in this discipline, that is, the specific college transfer track. For example, a student who plans to major in *Psychology* may enroll in the *Associate in Arts: Psychology* program (often referred to as the *Psychology* premajor). Students who plan to major in *Nursing* and *Health Education* should select the Associate of Arts: General Studies program because CFCC does not offer the *Nursing* or the *Health Education* premajor.

Since requirements vary, it is the responsibility of each student to determine the specific requirements of the senior institution to which he or she plans to transfer. The student should be advised that while individual courses may be considered for transfer credit, most institutions give preference to applicants who have completed the Associate in Arts Degree.

A student is eligible to be granted the Associate in Arts Degree upon completion of 64-65 semester hours, including all required minimums outlined in the following listing.

All statements in this publication are announcements of present policies and may change at any time without prior notice. Cape Fear Community College reserves the right to change program requirements and offerings, regulations, and fees.

#### Semester Hours Credit

GENERAL EI	DUCATION CORE (44 SHC)
<b>English Comp</b>	osition 6 SHC
ENG 111	Expository Writing 3
	and
ENG 112	Argument-Based Research 3
	or
ENG 113	Literature-Based Research
	or
ENG 114	Professional Research and Reporting 3

ART 111 ART 114 ART 115 ART 116	Art History Survey I	3 3 3
ART 117  2. DRA 111	Non-Western Art History	3
DRA 122 DRA 211 DRA 212	Oral Interpretation	3
3. ENG 131 ENG 231 ENG 232 ENG 233 ENG 241 ENG 242 ENG 251 ENG 252 ENG 261 ENG 262	Introduction to Literature American Literature I American Literature II Major American Writers British Literature I British Literature II Western World Literature I World Literature II World Literature I World Literature I	3 3 3 3 3 3 3
4. FRE 111 FRE 112 FRE 211 FRE 212 SPA 111 SPA 112 SPA 211 SPA 212	Elementary French I  Elementary French II  Intermediate French I  Intermediate French II  Elementary Spanish I  Elementary Spanish II  Intermediate Spanish I  Intermediate Spanish II	3 3 3 3
5. HUM 110 HUM 160	Technology and Society	3
6. MUS 110 MUS 112 MUS 113	Music Appreciation Introduction to Jazz American Music	3
7. PHI 215 PHI 240	Philosophical Issues	
8. REL 110 REL 111 REL 112 REL 211 REL 212 REL 221	World Religions  Eastern Religions  Western Religions  Intro to Old Testament  Intro to New Testament  Religion in America	3 3 3
Speech/Commo	unication	
COM 120	or Interpersonal Communication or	3
COM 231	Public Speaking	3

#### **ACADEMIC PROGRAMS**

Se an	elect <b>four</b> cou thropology, e	rai sciences
1.	ANT 210	General Anthropology
2.	ECO 151 ECO 251 ECO 252	Survey of Economics3Prin of Microeconomics3Prin of Macroeconomics3
3.	HIS 115 HIS 121 HIS 122 HIS 131 HIS 132	Intro to Global History3Western Civilization I3Western Civilization II3American History I3American History II3
4.	POL 120 POL 210 POL 220	American Government3Comparative Government3International Relations3
5.	PSY 150 PSY 241 PSY 281	General Psychology3Developmental Psychology3Abnormal Psychology3
6.	SOC 210 SOC 213 SOC 220 SOC 240	Introduction to Sociology3Sociology of the Family3Social Problems3Social Psychology3
No Se fro	tural Science lect two cours om the biolog inder: AST 1	es/Mathematics
1.	AST 111 AST 111A	Descriptive Astronomy
2.	BIO 111 BIO 112	General Biology I
3.	CHM 131 CHM 131A CHM 132 CHM 151 CHM 152	Intro to Chemistry3Intro to Chemistry Lab1Organic and Biochemistry4General Chemistry I4General Chemistry II4
4.	GEL 111 GEL 113 GEL 120 GEL 230	Introductory Geology4Historical Geology4Physical Geology4Environmental Geology4
5.	PHY 110 PHY 110A PHY 151 PHY 152 PHY 251 PHY 252	Conceptual Physics3Conceptual Physics Lab1College Physics I4College Physics II4General Physics I4General Physics II4

Two courses a introductory ma MAT 161 and 1 Students may recompleting MA 172, 175, and 26	re required. Select at least <b>one</b> course in ath. Students will not receive credit for both 71 because the courses are similar in content. not enroll in MAT 161, 171, or 172 after T 175. Reminder: MAT 140, 151, 161, 171, 3 have mandatory labs; these labs are electives in the Other Required Hours section of this
Introductory Ma	ath Courses
MAT 140	Survey of Mathematics
MAT 161	College Algebra
MAT 171	Precalculus Algebra 3
MAT 175	Precalculus
Non-Introducto	ry Math Courses
CIS 110	Introduction to Computers 3
MAT 151	Statistics I
MAT 172	Prior Colombia
MAT 263	Brief Calculus
General Educa	tion Core 44 SHC
OTHER REAL	THERE HOLDS (AS A1 SHC)
	UIRED HOURS (20-21 SHC)
	hours should be selected from the remaining on courses or the electives listed below.
ACC 120	Prin of Accounting I
ACC 121	Prin of Accounting II
ART 121	Design I
ART 122	Design II
ART 131	Drawing I
ART 132	Drawing II
ART 171	Computer Art
ART 240	Painting I
ART 261	Photography I
ART 283	Ceramics I
BIO 168	Anatomy and Physiology I
BIO 169 BIO 175	Anatomy and Physiology II
BUS 115	Business Law I
CIS 115	Intro to Programming and Logic
CJC 111	Intro to Criminal Justice
CJC 121	Law Enforcement Operations 3
CJC 141	Corrections
DRA 170	Play Production I
DRA 171	Play Production II
EDU 116	Introduction to Education 4
ENG 125	Creative Writing I
ENG 126	
ENG 273	Creative Writing II
ENG 274	African-American Literature
ENG 274 HIS 221	African-American Literature
HIS 221	African-American Literature 3 Literature by Women 3 African-American History 3
	African-American Literature 3 Literature by Women 3 African-American History 3 Survey of Mathematics Lab 1
HIS 221 MAT 140A	African-American Literature 3 Literature by Women 3 African-American History 3 Survey of Mathematics Lab 1 Statistics I Lab 1
HIS 221 MAT 140A MAT 151A	African-American Literature 3 Literature by Women 3 African-American History 3 Survey of Mathematics Lab 1
HIS 221 MAT 140A MAT 151A MAT 161A	African-American Literature 3 Literature by Women 3 African-American History 3 Survey of Mathematics Lab 1 Statistics I Lab 1 College Algebra Lab 1

MAT 263A	Brief Calculus Lab	1
MAT 271	Calculus I	4
MAT 272	Calculus II	4
MAT 273	Calculus III	4
MAT 280	Linear Algebra	3
MAT 285	Differential Equations	
PED 110	Fit and Well for Life	2
PED 113	Aerobics I	1
PED 115	Step Aerobics	1
PED 122	Yoga I	1
PED 125	Self-Defense—Beginning	1
PED 130	Tennis-Beginning	1
PED143	Volleyball-Beginning	
PED 148	Softball	1
PED 152	Swimming-Beginning	1
PED 166	Sailing-Beginning	1
PED 167	Sailing-Intermediate	
PHI 230	Introduction to Logic	
POL 130	State and Local Government	
SOC 230	Race and Ethnic Relations	

#### Total Semester Hours of Other Required Hours..... 20-21

Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.



# ASSOCIATE IN SCIENCE General Studies

The Associate in Science Degree program is designed to provide a broad background in the core courses of a liberal arts curriculum and comprises the first two years of a four-year baccalaureate degree.

The program is recommended for students who plan to pursue a Bachelor of Science Degree in one of the science disciplines and who may be certain or uncertain of their major. Such disciplines require a strong background in mathematics and science. The following are examples of science disciplines: agriculture, biology, chemistry, dentistry, engineering, forestry, medicine, pharmacy, and textiles.

Since requirements vary, it is the responsibility of each student to determine the specific requirements of the senior institution to which he or she plans to transfer. The student should be advised that while individual courses may be considered for transfer credit, most institutions give preference to applicants who have completed the Associate in Science Degree.

A student is eligible to be granted the Associate in Science Degree upon completion of 64-65 semester-hour credits, including all required minimums outlined in the following listing.

All statements in this publication are announcements of present policies and may change at any time without prior notice. Cape Fear Community College reserves the right to change program requirements and offerings, regulations, and fees.

Semester Hours Credit

GENERAL E	DUCATION CORE	(44 SHC)
English Comp	oosition	6 SHC
	Expository Writing	
	and	
ENG 112	Argument-Based Research	3
	or	
ENG 113	Literature-Based Research	3
	or	
ENG 114	Professional Research and Re	eporting 3
	ine Arts	

Select **three** courses from at least **two** of the following areas: art, drama, foreign languages, interdisciplinary humanities, literature, music, philosophy, and religion. **One course must be a literature course.** 

#### **ACADEMIC PROGRAMS**

1.	ART 111 ART 114 ART 115 ART 116 ART 117	Art Appreciation
2.	DRA 111 DRA 122 DRA 211 DRA 212	Theatre Appreciation 3 Oral Interpretation 3 Theatre History I 3 Theatre History II 3
3.	ENG 131 ENG 231 ENG 232 ENG 233 ENG 241 ENG 242 ENG 251 ENG 252 ENG 261 ENG 262	Introduction to Literature
4.	FRE 111 FRE 112 FRE 211 FRE 212 SPA 111 SPA 112 SPA 211 SPA 212	Elementary French I3Elementary French II3Intermediate French I3Intermediate French II3Elementary Spanish I3Elementary Spanish II3Intermediate Spanish I3Intermediate Spanish II3Intermediate Spanish II3
5.	HUM 110 HUM 160	Technology and Society
6.	MUS 110 MUS 112 MUS 113	Music Appreciation3Introduction to Jazz3American Music3
7.	PHI 215 PHI 240	Philosophical Issues
8.	REL 110 REL 111 REL 112 REL 211 REL 212 REL 221	World Religions3Eastern Religions3Western Religions3Intro to Old Testament3Intro to New Testament3Religion in America3
Sp		unication
	COM 110	Intro to Communication
	COM 120	Interpersonal Communication
	COM 231	Public Speaking

Select <b>four</b> cou anthropology,	oral Sciences
1. ANT 210	General Anthropology
2. ECO 151 ECO 251 ECO 252	Survey of Economics3Prin of Microeconomics3Prin of Macroeconomics3
3. HIS 115 HIS 121 HIS 122 HIS 131 HIS 132	Intro to Global History3Western Civilization I3Western Civilization II3American History I3American History II3
4. POL 120 POL 210 POL 220	American Government
5. PSY 150 PSY 241 PSY 281	General Psychology3Developmental Psych3Abnormal Psychology3
6. SOC 210 SOC 213 SOC 220 SOC 240	Introduction to Sociology3Sociology of the Family3Social Problems3Social Psychology3
Natural Science Select a two-	ces/Mathematics
Natural Science Select a two-	es
Natural Science Select a two-chemistry, or g	es
Natural Science Select a two-ochemistry, or g  1. BIO 111 BIO 112  2. CHM 151 CHM 152  3. PHY 151 PHY 152	es
Natural Science Select a two-ochemistry, or g  1. BIO 111 BIO 112  2. CHM 151 CHM 152  3. PHY 151	es
Natural Science Select a two-chemistry, or getting  1. BIO 111 BIO 112  2. CHM 151 CHM 152  3. PHY 151 PHY 152  PHY 251 PHY 252  Math	es

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	ory Math Courses	
2. CIS 110	Introduction to Computers	3
MAT 151	Statistics I	3
MAT 172	Precalculus Trigonometry	3
MAT 271	Calculus I	
General Educ	ation Core	. 44 SHC

#### OTHER REQUIRED HOURS (20-21 SHC)

A minimum of 14 SHC of college transfer courses in mathematics, natural sciences, and computer science must be selected from the remaining general education core or the electives below. Reminder: **AST 111** and **PHY 110** have mandatory labs.

AST 111 AST 111A	Descriptive Astronomy
BIO 168	Anatomy and Physiology I4
BIO 169	Anatomy and Physiology II 4
BIO 175	General Microbiology 3
CIS 115	Intro to Programming and Logic 3
GEL 111	Introductory Geology 4
GEL 113	Historical Geology 4
GEL 120	Physical Geology 4
GEL 230	Environmental Geology 4
MAT 151A	Statistics I Lab1
MAT 171A	Precalculus Algebra Lab 1
MAT 172A	Precalculus Trig Lab 1
MAT 175A	Precalculus Lab 1
MAT 272	Calculus II 4
MAT 273	Calculus III
MAT 280	Linear Algebra 3
MAT 285	Differential Equations 3
PHY 110	Conceptual Physics 3
PHY 110A	Conceptual Physics Lab 1

## The remaining hours may be selected from the general education core or the elective courses below.

ACC 120 Dain of Assourting I

ACC 120	Prin of Accounting I
ACC 121	Prin of Accounting II 4
ART 121	Design I
ART 122	Design II 3
ART 131	Drawing I 3
ART 132	Drawing II
ART 171	Computer Art
ART 240	Painting I 3
ART 261	Photography I
ART 283	Ceramics I
BUS 115	Business Law I
CJC 111	Intro to Criminal Justice
CJC 121	Law Enforcement Operations 3
CJC 141	Corrections
DRA 170	Play Production I
DRA 171	Play Production II
EDU 116	Introduction to Education
ENG 125	Creative Writing I
ENG 126	Creative Writing II 3
ENG 273	African-American Literature

ENG 274	Literature by Women 3
HIS 221	African-American History 3
PED 110	Fit and Well for Life2
PED 113	Aerobics I 1
PED 115	Step Aerobics I
PED 122	Yoga I1
PED 125	Self-Defense—Beginning 1
PED 130	Tennis-Beginning
PED 143	Volleyball-Beginning 1
PED 148	Softball 1
PED 152	Swimming-Beginning 1
PED 166	Sailing- Beginning 1
PED 167	Sailing-Intermediate
PHI 230	Introduction to Logic 3
POL 130	State & Local Government 3
SOC 230	Race and Ethnic Relations 3

#### Total Semester Hours of Other Required Hours..... 20-21



# ASSOCIATE IN ARTS PRE-MAJORS

### Art Education

This program of study is designed for students who plan to pursue a Bachelor of Arts Degree in Art Education. Students who successfully complete this program and who meet admissions requirements at the receiving institution, will be eligible to transfer to UNC institutions and some private senior institutions in North Carolina as juniors. The following UNC institutions offer a baccalaureate degree in Art Education: ASU, ECU, ECSU, FSU, NCA&T, NCCU, UNC-A, UNC-C, UNC-G, UNC-P, WCU, and WSSU.

#### **Semester Hours Credit**

GENERAL EI	DUCATION CORE (44 SHC)
English Comp	osition 6 SHC
ENG 111	Expository Writing
ENG 112	Argument-Based Research
ENG 113	Literature-Based Research
ENG 114	Professional Research and Reporting 3
Humanities/Fi	ne Arts 9 SHC
The following c	ourses are required (6 SHC):
ART 114	Art History Survey I 3
ART 115	Art History Survey II
One course mu	st be a literature course (3 SHC).
ENG 131	Introduction to Literature
ENG 231	American Literature I
ENG 232	American Literature II
ENG 233	Major American Writers 3
ENG 241	British Literature I
ENG 242	British Literature II
ENG 251	Western World Literature I 3
ENG 252	Western World Literature II 3
ENG 261	World Literature I
ENG 262	World Literature II
Speech/Comm	unication 3 SHC
COM 110	Intro to Communication
COM 120	or Interpersonal Communication
COM 231	Public Speaking

Select <b>four</b> cou	oral Sciences
1. ANT 210	General Anthropology 3
2. ECO 151 ECO 251 ECO 252	Survey of Economics3Prin of Microeconomics3Prin of Macroeconomics3
3. HIS 115 HIS 121 HIS 122 HIS 131 HIS 132	Intro to Global History3Western Civilization I3Western Civilization II3American History I3American History II3
4. POL 120 POL 210 POL 220	American Government3Comparative Government3International Relations3
5. PSY 150 PSY 241 PSY 281	General Psychology3Developmental Psychology3Abnormal Psychology3
6. SOC 210 SOC 213 SOC 220 SOC 240	Introduction to Sociology3Sociology of the Family3Social Problems3Social Psychology3
Natural Science Select two cour from the biolog	tes/Mathematics
Natural Science Select two cour from the biolog minder: AST 1	es
Natural Science Select two cour from the biolog minder: AST 1 labs.	es
Natural Science Select two cour from the biolog minder: AST 1 labs.  1. AST 111 AST 111A  2. BIO 111	es
Natural Science Select two cour from the biolog minder: AST 1 labs.  1. AST 111 AST 111A  2. BIO 111 BIO 112  3. CHM 131 CHM 131A CHM 132 CHM 151	es

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Math	DRA 170 DRA 171 DRA 211 DRA 212 EDU 116	Oral Interpretation3Play Production I3Play Production II3Theatre History I3
introductory math. Students will not receive credit for both MAT 161 and MAT 171 because the courses are similar in	DRA 211 DRA 212	Play Production II
MAT 161 and MAT 171 because the courses are similar in	DRA 211 DRA 212	Theatre History I 3
	DRA 212	
content. Students may not enroll in MAT 161, 171, or 172 after		Theatre History II
completing MAT 175. Reminder: MAT 140, 151, 161, 171,		Introduction to Education 4
172, 175, and 263 have mandatory labs; these labs are electives	ENG 125	Creative Writing I
and are listed in the Other Required Hours section of this	ENG 126	Creative Writing II
program.	ENG 273	African-American Literature
program.	ENG 274	Literature by Women
Introductory Math Courses	FRE 111	Elementary French I
1. MAT 140 Survey of Mathematics	FRE 112	Elementary French II
MAT 161 College Algebra	FRE 211	Intermediate French I
MAT 171 Precalculus Algebra	FRE 212	Intermediate French II
MAT 171 Precalculus Algebra	HIS 221	African-American History
WAT 175 Trecalculus4	HUM 110	Technology and Society
Non Introductory Math Courses	HUM 160	Introduction to Film
Non-Introductory Math Courses 2. CIS 110 Introduction to Computers		Survey of Mathematics Lab
1		Statistics I Lab
MAT 172 Presclaving Trigon and true		
MAT 172 Precalculus Trigonometry		College Algebra Lab
MAT 263 Brief Calculus 3		Precalculus Algebra Lab
T ( ) C AACHC		Precalculus Trig Lab
Total General Education Core 44 SHC		Precalculus Lab
OFFICE REQUIRED HOURS		Brief Calculus Lab 1
OTHER REQUIRED HOURS(20-21 SHC)	MAT 271	Calculus I
The following courses are required (9 SHC):	MAT 272	Calculus II
ART 121 Design I	MAT 273	Calculus III
ART 122 Design II	MAT 280	Linear Algebra
ART 131 Drawing I	MAT 285	Differential Equations 3
	MUS 110	Music Appreciation 3
Eleven (11) additional hours of approved college transfer	MUS 112	Introduction to Jazz 3
courses are recommended.	MUS 113	American Music
	PED 110	Fit and Well for Life
To satisfy this requirement, two of the following courses are	PED 113	Aerobics I 1
recommended:	PED 115	Step Aerobics I
ART 116 Survey of American Art 3	PED 122	Yoga I 1
or	PED 125	Self-Defense—Beginning 1
ART 117 Non-Western Art History 3	PED 130	Tennis-Beginning 1
	PED 143	Volleyball-Beginning 1
ART 132 Drawing II	PED 148	Softball 1
ART 171 Computer Art 3	PED 152	Swimming-Beginning 1
ART 240 Painting I	PED 166	Sailing-Beginning 1
ART 261 Photography I	PED 167	Sailing-Intermediate 1
ART 283 Ceramics I	PHI 215	Philosophical Issues
	PHI 230	Introduction to Logic 3
Other required hours should be selected from the remaining	PHI 240	Introduction to Ethics
general education courses or the electives listed below.	POL 130	State and Local Government 3
ACC 120 Prin of Accounting I	REL 110	World Religions 3
ACC 121 Prin of Accounting II 4	REL 111	Eastern Religions 3
ART 111 Art Appreciation	REL 112	Western Religions 3
BIO 168 Anatomy and Physiology I	REL 211	Intro to Old Testament 3
BIO 169 Anatomy and Physiology II	REL 212	Intro to New Testament 3
BIO 175 Microbiology	REL 221	Religion in America
BUS 115 Business Law I	SOC 230	Race and Ethnic Relations 3
CIS 115 Intro to Programming and Logic	SPA 111	Elementary Spanish I
CJC 111 Intro to Criminal Justice	SPA 112	Elementary Spanish II
CJC 121 Law Enforcement Operations	SPA 211	Intermediate Spanish I
CJC 141 Corrections	SPA 212	Intermediate Spanish II
DRA 111 Theatre Appreciation		Г
	Total Semester	Hours of Other Required Hours 20-21

#### Total Requirement in Semester Hours ...... 64-65

Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

Admission to the Major: Grade-point average requirements vary, and admission is competitive across the several programs in Art Education. Admission to teacher licensure programs requires satisfactory scores on PRAXIS I and II.

# Business Education and Marketing Education

This program of study is specifically designed for students who plan to pursue a Bachelor of Arts Degree in Business Education or Marketing Education. This program is also recommended for any student pursuing a business degree and intending to transfer to a senior institution. Students who successfully complete the Business Education or Marketing Education premajor and meet admissions requirements at the receiving institution will be eligible to transfer to UNC institutions and some private senior institutions in North Carolina as juniors.

The following UNC institutions offer a baccalaureate degree in Business Education: ASU, ECU, ECSU, FSU, NCA&T, NCSU, UNC-G, and WCU.

The following UNC institutions offer a baccalaureate degree in Marketing Education: ASU, ECU, FSU, NCA&T, NCCU, NCSU, UNC-A, UNC-C, UNC-G, UNC-W, and WCU.

#### Semester Hours Credit

#### GENERAL EDUCATION CORE ...... (44 SHC)

English	Compo	osition 6 SHC
ENG	111	Expository Writing
		and
ENG	112	Argument-Based Research
		or
ENG	113	Literature-Based Research 3
		or
ENG	114	Professional Research and Reporting 3

1.		Art Appreciation	
	ART 114	Art History Survey I	3
	ART 115	Art History Survey II	3
		Survey of American Art	
	ART 117	Non-Western Art History	3

2. DRA 111 DRA 122 DRA 211 DRA 212	Theatre Appreciation3Oral Interpretation3Theatre History I3Theatre History II3		
3. ENG 131 ENG 231 ENG 232 ENG 233 ENG 241 ENG 242 ENG 251 ENG 252 ENG 261 ENG 262	Introduction to Literature3American Literature I3American Literature II3Major American Writers3British Literature I3British Literature II3Western World Literature I3Western World Literature II3World Literature I3World Literature I3		
4. FRE 111 FRE 112 FRE 211 FRE 212 SPA 111 SPA 112 SPA 211 SPA 212	Elementary French I3Elementary French II3Intermediate French I3Intermediate French II3Elementary Spanish I3Elementary Spanish II3Intermediate Spanish I3Intermediate Spanish II3Intermediate Spanish II3		
5. HUM 110 HUM 160	Technology and Society		
6. MUS 110 MUS 112 MUS 113	Music Appreciation3Introduction to Jazz3American Music3		
7. PHI 215 PHI 240	Philosophical Issues		
8. REL 110 REL 111 REL 112 REL 211 REL 212	World Religions3Eastern Religions3Western Religions3Intro to Old Testament3Intro to New Testament3		
Speech/Comm	unication 3 SHC		
COM 110	Intro to Communication		
COM 120	Interpersonal Communication		
COM 231	Public Speaking		
Social/Behavioral Sciences			
1. ANT 210	General Anthropology 3		
2. ECO 151	Survey of Economics		

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3. HIS 115 HIS 121 HIS 122 HIS 131 HIS 132	Intro to Global History3Western Civilization I3Western Civilization II3American History I3American History II3
4. POL 120 POL 210 POL 220	American Government
5. PSY 150 PSY 241 PSY 281	General Psychology3Developmental Psychology3Abnormal Psychology3
6. SOC 210 SOC 213 SOC 220 SOC 240	Introduction to Sociology3Sociology of the Family3Social Problems3Social Psychology3
Natural Science Select two cours from the biolog datory labs are	ses/Mathematics
1. AST 111 AST 111A	Descriptive Astronomy
2. BIO 111 BIO 112	General Biology I
3. CHM 131 CHM 131A CHM 132 CHM 151 CHM 152	Intro to Chemistry3Intro to Chemistry Lab1Organic and Biochemistry4General Chemistry I4General Chemistry II4
4. GEL 111 GEL 113 GEL 120 GEL 230	Introductory Geology4Historical Geology4Physical Geology4Environmental Geology4
5. PHY 110 PHY 110A PHY 151 PHY 152 PHY 251 PHY 252	Conceptual Physics3Conceptual Physics Lab1College Physics I4College Physics II4General Physics I4General Physics II4
The following of	course is required:

requires a lab (li	lowing courses is required, and each course sted in the Other Required Hours section of this
program): MAT 161 MAT 171	College Algebra
MAT 171 MAT 175	Precalculus 4
Total General	Education Core 44 SHC
	UIRED HOURS (19-21 SHC)
	ourses are required (18 SHC):
ACC 120	Prin of Accounting I
ACC 121	Prin of Accounting II
CIS 115	Intro to Programming and Logic 3
ECO 252	Prin of Macroeconomics
MAT 263	Brief Calculus
MAT 263A	Brief Calculus Lab 1
Additional hour	rs of approved college transfer courses may be
taken from the	general education core or the electives listed
below. BUS 11	5 is recommended. Reminder: PED 110 will
usually satisfy t	he health and physical education requirement,
if applicable, at	the receiving UNC institution. Students should
always check w	ith the receiving institution for updated trans-
fer information.	. (1-3 SHC)
BUS 115	Business Law I
EDU 116	Introduction to Education 4
MAT 161A	
MAT 171A	Precalculus Algebra Lab 1
MAT 175A	Precalculus Lab 1
PED 110	Fit and Well for Life2
PED 113	Aerobics I
PED 115	Step Aerobics I
PED 122	Yoga I 1
PED 125	Self-Defense-Beginning 1
PED 130	Tennis-Beginning 1
PED 143	Volleyball-Beginning1
PED 148	Softball
PED 152	Swimming - Beginning 1
PED 166	Sailing - Beginning 1
PED 167	Sailing - Intermediate
122 107	Saming intermediate minimum 1
Total Semester	r Hours of Other Required Hours 19-21
Total Require	ment in Semester Hours 64-65
Students must	meet the receiving university's foreign lan-
guage and/or h	ealth and physical education requirements, if
	or to or after transfer to the senior institution.
Recommended	Courses: BUS 115, PSY 150, and SOC 210

## Criminal Justice

This program of study is designed for students who plan to pursue a Bachelor of Arts Degree in Criminal Justice. Students who successfully complete this program and who meet admissions requirements at the receiving institution, will be eligible to transfer to UNC institutions and some private senior institutions in North Carolina as juniors. The following UNC institutions offer a baccalaureate degree in Criminal Justice:

	U, ECU, EC IC-W, and W	CSU, FSU, NCCU, NCSU, UNC-C, UNC-P /CU.
		Semester Hours Credi
GE	NERAL EI	DUCATION CORE (44 SHC
En	glish Comp	osition 6 SHC
j	ENG 111	Expository Writing
]	ENG 112	Argument-Based Research
]	ENG 113	Literature-Based Research
]	ENG 114	Professional Research and Reporting
Sele art, lite	ect <b>three</b> co drama, fore	ne Arts
		Art Appreciation
1	ART 114	Art History Survey I

	AK1 114	Alt History Survey 1	
	ART 115	Art History Survey II	3
	ART 116	Survey of American Art	3
	ART 117	Non-Western Art History	
2.	DRA 111	Theatre Appreciation	3
	DRA 122	Oral Interpretation	
	DRA 211	Theatre History I	
	DRA 212	Theatre History II	
3.	ENG 131	Introduction to Literature	
	ENG 231	American Literature I	3
	ENG 232	American Literature II	3
	ENG 233	Major American Writers	3
	ENG 241	British Literature I	
	ENG 242	British Literature II	3
	ENG 251	Western World Literature I	3
	ENG 252	Western World Literature II	3
	ENG 261	World Literature I	3
	ENG 262	World Literature II	
4.	FRE 111	Elementary French I	3
	FRE 112	Elementary French II	3
	FRE 211	Intermediate French I	3
	FRE 212	Intermediate French II	3
	SPA 111	Elementary Spanish I	3
	SPA 112	Elementary Spanish II	

	SPA 211 SPA 212	Intermediate Spanish I	3
5.	HUM 110 HUM 160	Technology and Society	3
6.	MUS 110 MUS 112 MUS 113	Music Appreciation	3
7.	PHI 215 PHI 240	Philosophical Issues Introduction to Ethics	3
8.	REL 110 REL 111 REL 112 REL 211 REL 212 REL 221	World Religions Eastern Religions Western Religions Intro to Old Testament Intro to New Testament Religion in America	3 3 3
Sı	eech/Comm	unication 3 SH	C
- 1	COM 110	Intro to Communicationor	
	COM 120	Interpersonal Communicationor	3
	COM 231	Public Speaking	3
F	our courses a	real Sciences	3 3 3
$T^{p}$		ourses are required:	
	POL 120 PSY 150 SOC 210	American Government	3
No Se fro m	atural Science elect two cours om the biolog	tes/Mathematics	<i>C</i> k, e-
1.	AST 111 AST 111A	Descriptive Astronomy	
2.		Carranal Dialagas I	4
	BIO 111 BIO 112	General Biology I	

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4.	GEL 111 GEL 113 GEL 120 GEL 230	Introductory Geology4Historical Geology4Physical Geology4Environmental Geology4
5.	PHY 110 PHY 110A PHY 151 PHY 152 PHY 251 PHY 252	Conceptual Physics3Conceptual Physics Lab1College Physics I4College Physics II4General Physics I4General Physics II4
int M St ing an lis	wo courses a troductory madents may not generally may not generally may not generally may may may a 263 have med in the Otter may	re required. Select at least <b>one</b> course in ath. Students will not receive credit for both 71 because the courses are similar in content. otenroll in MAT 161,171, or 172 after complet-Reminder: MAT 140, 151, 161, 171, 172, 175, andatory labs; these labs are electives and are her Required Hours Section of the program. commended as the second math requirement.
In	troductory M	
1.	MAT 140	Survey of Mathematics
	MAT 161 MAT 171	College Algebra
	MAT 175	Precalculus
		ry Math Courses
2.	CIS 110	Introduction to Computers 3
	MAT 151	Statistics
	MAT 172 MAT 263	Precalculus Trigonometry
	WIA 1 203	Bilei Calculus
To	otal General	Education Core 44 SHC
0'	THED DEAL	UIRED HOURS (20 - 21 SHC)
		ourses are required (9 SHC)
111	CIC 111	Intro to Criminal Justice
		Law Enforcement Operations
	CJC 141	Corrections
		itional hours may be selected from the follow-
ing	ACC 120	Prin of Accounting I
	ACC 121	Prin of Accounting II
	ANT 210	General Anthropology
	ART 121	Design I 3
	ART 122	Design II
	ART 131	Drawing I
	ART 132	Drawing II
	ART 171	Computer Art
	ART 240	Painting I
	ART 261 ART 283	Photography I
	BIO 168	Anatomy and Physiology I
	BIO 169	Anatomy and Physiology II
	BIO 175	General Microbiology
	BUS 115	Business Law I

Total Requires	ment in Semester Hours 64-65
Total Semester	Hours of Other Required Hours 20-21
SOC 240	Social Psychology 3
SOC 230	Race and Ethnic Relations
SOC 220	Social Problems
SOC 213	Sociology of the Family 3
PSY 281	Abnormal Psychology 3
PSY 241	Developmental Psych
POL 220	International Relations 3
POL 210	Comparative Government 3
POL 130	State and Local Government 3
PHI 230	Introduction to Logic
PED 167	Sailing - Intermediate 1
PED 166	Sailing - Beginning
PED 152	Swimming - Beginning 1
PED 148	Softball1
PED 143	Volleyball-Beginning 1
PED 130	Tennis-Beginning 1
PED 125	Self-Defense-Beginning 1
PED 122	Yoga I 1
PED 115	Step Aerobics I
PED 113	Aerobics I
PED 110	Fit and Well for Life2
MAT 285	Differential Equations 3
MAT 280	Linear Algebra 3
MAT 273	Calculus III 4
MAT 272	Calculus II 4
MAT 271	Calculus I4
MAT 263A	Brief Calculus Lab 1
MAT 175A	Precalculus Lab 1
MAT 172A	Precalculus Trig Lab 1
MAT 171A	Precalculus Algebra Lab 1
MAT 161A	College Algebra Lab 1
MAT 151A	Statistics I Lab
MAT 140A	Survey of Mathematics Lab 1
HIS 221	African-American History 3
ENG 274	Literature by Women 3
ENG 273	African-American Literature
EDU 126	Creative Writing II
ENG 125	Creative Writing I
EDU 116	Introduction to Education 4
ECO 252	Prin of Macroeconomics 3
ECO 251	Prin of Microeconomics
ECO 151	Survey of Economics
DRA 171	Play Production II
DRA 170	Play Production I 3
CIS 115	Intro to Programming and Logic 3

Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

\*Recommended Course: MAT 151

## Elementary Education, Middle Grades Education, and Special Education

This program of study is designed for students who plan to pursue a Bachelor of Arts Degree in Elementary Education, Middle Grades Education, or Special Education. Students who successfully complete this program and who meet admissions requirements at the receiving institution, will be eligible to transfer to UNC institutions and some private senior institutions in North Carolina as juniors. The following UNC institutions offer a baccalaureate degree in Elementary Education, Middle Grades Education, and Special Education:

- a. Elementary Education-ASU, ECU, ECSU, FSU, NCA&T, NCCU, UNC-A, UNC-CH, UNC-C, UNC-G, UNC-P, UNC-W, WCU, and WSSU
- b. Middle Grades Education-ASU, ECU, ECSU, FSU, NCCU, NCSU, UNC-A, UNC-CH, UNC-C, UNC-G, UNC-P, UNC-W, WCU, and WSSU
- c. Special Education-ASU, ECU, ECSU, NCA&T, UNC-CH, UNC-C, UNC-P, UNC-W, WCU, and WSSU

	Semester Hours Credit
GENERAL E	DUCATION CORE (44 SHC)
English Comp	osition 6 SHC
ENG 111	
ENG 112	Argument-Based Research
ENG 113	Literature-Based Research
Humanities/F	ine Arts 12 SHC
Select one liter	ature course from the following:
ENG 131	Introduction to Literature 3
ENG 231	American Literature I 3
ENG 232	American Literature II 3
ENG 233	Major American Writers 3
	course is required to substitute for 3 SHC of
Humanities/Fin	
COM 231	Public Speaking 3
One of the follo	owing courses is required:
	Art Appreciation

**ART 114 ART 115** 

MUS 110

Art History Survey I ...... 3

Art History Survey II ...... 3

Music Appreciation ...... 3

Select one additional course from the following discipline areas: art, drama, foreign languages, interdisciplinary humanities, literature, music, philosophy, and religion.

1. ART 116 ART 117	Survey of American Art	3
2. DRA 111 DRA 122 DRA 211 DRA 212	Theatre Appreciation Oral Interpretation Theatre History I Theatre History II	3
3. ENG 241 ENG 242 ENG 251 ENG 252 ENG 261 ENG 262	British Literature I	3 3 3
4. FRE 111 FRE 112 FRE 211 FRE 212 SPA 111 SPA 112 SPA 211 SPA 212	Elementary French I Elementary French II Intermediate French II Intermediate French II Elementary Spanish I Elementary Spanish II Intermediate Spanish I Intermediate Spanish II	3 3 3 3 3
5. HUM 110 HUM 160	Technology and Society	3
6. MUS 112 MUS 113	Introduction to Jazz	
7. PHI 215 PHI 240	Philosophical Issues	3
8. REL 110 REL 111 REL 112 REL 211 REL 212 REL 221	World Religions  Eastern Religions  Western Religions  Intro to Old Testament  Intro to New Testament  Religion in America	3 3 3
Select one histo	ry course from the following (3 SHC):	
HIS 115		3
HIS 121	Western Civilization I	3
HIS 122	Western Civilization II	
The following co	ourses are required (6 SHC).	
		3
500210	and the sociology	
	ART 117  2. DRA 111 DRA 122 DRA 211 DRA 212  3. ENG 241 ENG 242 ENG 251 ENG 252 ENG 261 ENG 262  4. FRE 111 FRE 112 FRE 211 FRE 212 SPA 111 SPA 212 SPA 211 SPA 212  5. HUM 110 HUM 160  6. MUS 112 MUS 113  7. PHI 215 PHI 240  8. REL 110 REL 111 REL 112 REL 211 REL 212 REL 221  Social/Behavio Select one histo HIS 115 HIS 121 HIS 122	ART 117 Non-Western Art History

#### CAPE FEAR COMMUNITY COLLEGE

Total General Education Core ...... 44 SHC

	tional course from the following areas: anthro- nics, history, political science, psychology, and HC).	OTHER REQUIRED HOURS (20-21 SHC) At certain UNC institutions, EDU 116 may fulfill a major requirement; at most of the institutions, it will transfer only as	
1. ANT 210	General Anthropology 3	a free elective.	
2. ECO 151	Survey of Economics	It is recommen	ded that within the 20 semester hours of "Other
ECO 251	Prin of Microeconomics		rs," pre-education students in Elementary Edu-
ECO 252	Prin of Macroeconomics 3		Grades Education, and Special Education se-
			t will help meet the mandated academic (second
3. HIS 131	American History I		tration. These courses should be selected in
HIS 132	American History II 3	available acad	ith the requirements at each university, since emic (second major) concentrations and their
4. POL 120	American Government 3		ts should select courses from up to two (2) of the
POL 210	Comparative Government 3		as: Social and Behavioral Sciences, English,
POL 220	International Relations 3		and Sciences. (NOTE: UNC-Asheville students
			ademic area and the selected 20 hours should be
5. PSY 241	Developmental Psychology 3		eir intended major/program.) Typically offered
PSY 281	Abnormal Psychology 3		entrations are biology, English, history, math-
6 5000010	Casialana of the Familia		inglish, history, mathematics and psychology.
6. SOC 213	Sociology of the Family		recommended courses in these concentrations
SOC 220	Social Problems		as general education courses or as electives
SOC 240	Social Psychology 3	("Other Requir	red riours ).
Natural Science	ces/Mathematics 14 SHC	Recommende	d Courses for Typical Academic
	es	Concentration	
Tianina Detelle	0.0170	- Concenti atio	
The following o	course is required (4 SHC):	Biology	
BIO 111	General Biology I 4		from the following:
		BIO 111	General Biology I 4
Select one of th	ne following (4 SHC):		and
CHM 131	Intro to Chemistry 3	BIO 112	General Biology II 4
	and	CHM 151	General Chemistry I 4
CHM 131A	Intro to Chemistry Lab 1 or	CHM 152	General Chemistry II 4
CHM 151	General Chemistry I 4	English	
	or		rom the following:
PHY 110	Conceptual Physics	ENG 231	American Literature I
	and	ENG 232	American Literature II
PHY 110A	Conceptual Physics Lab 1	ENG 241	British Literature I
D	or	ENG 242	British Literature II
PHY 151	College Physics I 4	ENG 261	World Literature I
M	CONTO	ENG 262	World Literature II
	6 SHC	ENG 274	African-American Literature
	urses from the list below. Students will not	ENG 274	Literature by Women 3
	or both MAT 161 and MAT 171: the courses are	Uictour:	
	ent. Students may not enroll in MAT 161, 171,	History	from the following should be taken as general
	npleting MAT 175. Reminder: MAT 140, 161, and 263 have mandatory labs; these labs are	six (6) nours j education:	rom the jouowing should be taken as general
	re listed in the Other Required Hours section of	HIS 121	Western Civilization I
this program.	e fisied in the Other required from's section of	HIS 121	Western Civilization II
ans program.		1110 122	Calcin Civilization II
CIS 110	Introduction to Computers 3	Six (6) hours fr	om the following should be taken as electives or
MAT 140	Survey of Mathematics	other required	
MAT 161	College Algebra 3	HIS 131	American History I 3
MAT 171	Precalculus Algebra 3	HIS 132	American History II
MAT 172	Precalculus Trigonometry 3		•
MAT 175	Precalculus		
MAT 263	Brief Calculus		

Mathematics		
Up to 12 SHC	from the courses below. (Reminder: MA	AT 151
	nandatory labs, which are listed in the e	
	ired Hours section of this program.)	
MAT 151		3
MAT 172		
MAT 271	Calculus I	
MAT 272	Calculus II	
Psychology		
Up to 9 SHC 1	from the following:	
PSY 150	General Psychology	3
PSY 241	Developmental Psychology	3
PSY 281	Abnormal Psychology	

Additional hours for the academic concentrations may be selected from the remaining general education core or the following list of electives.

ACC 120	Prin of Accounting I	4
ACC 121	Prin of Accounting II	4
ART 121	Design I	3
ART 122	Design II	3
ART 131	Drawing I	
ART 132	Drawing II	
ART 240	Painting I	
ART 171	Computer Art	
ART 261	Photography I	3
ART 283	Ceramics I	
AST 111	Descriptive Astronomy	3
AST 111A	Descriptive Astronomy Lab	1
BIO 168	Anatomy and Physiology I	4
BIO 169	Anatomy and Physiology II	4
BIO 175	General Microbiology	3
BUS 115	Business Law I	
CHM 132	Organic and Biochemistry	
CJC 111	Intro to Criminal Justice	
CJC 121	Law Enforcement Operations	
CJC 141	Corrections	3
CIS 115	Intro to Prog & Logic	
COM 110	Intro to Communication	3
COM 120	Interpersonal Communication	
DRA 170	Play Production I	3
DRA 171	Play Production II	3
EDU 116	Introduction to Education	
ENG 125	Creative Writing I	
ENG 126	Creative Writing II	
GEL 111	Introductory Geology	
GEL 113	Historical Geology	4
GEL 120	Physical Geology	4
GEL 230	Environmental Geology	
MAT 151A	Statistics I Lab	
HIS 221	African-American History	
MAT 140A	Survey of Mathematics Lab	
MAT 161A	College Algebra Lab	1
MAT 171A	Precalculus Algebra Lab	
MAT 172A	Precalculus Trig Lab	
MAT 175A	Precalculus Lab	
MAT 263A	Brief Calculus Lab	1

MAT 273	Calculus III	4
MAT 280	Linear Algebra	1
PED 113	Aerobics I	
PED 115	Step Aerobics I	
PED 122	Yoga I	
PED 125	Self-Defense-Beginning	
PED 130	Tennis-Beginning	
PED 143	Volleyball-Beginning	
PED 148	Softball	
PED 152	Swimming - Beginning	-
PED 166	Sailing - Beginning	
PED 167	Sailing - Intermediate	
PHI 230	Introduction to Logic	1
PHY 152	College Physics II	4
PHY 251	General Physics I	4
PHY 252	General Physics II	4
POL 130	General Physics II	1
SOC 230	Race and Ethnic Relations	1

Total Semester Hours of Other Required Hours..... 20-21

Total Requirement in Semester Hours ...... 64-65

Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the institution.

Admission to the Major—Grade-point average requirements vary and admission is competitive across the several programs in Elementary Education, Middle Grades Education, and Special Education. Minimum statewide requirements are as follows:

a. Minimum 2.5 grade-point average on a 4.0 scale b. Satisfactory passing scores as established by the State Board of Education on PRAXIS—PPST-Reading; PPST-Writing; PPST-Math.



## English

This program of study is designed for students who plan to pursue a Bachelor of Arts Degree in English. Students who successfully complete this program and who meet admissions requirements at the receiving institution, will be eligible to transfer to UNC institutions and some private senior institutions in North Carolina as juniors. The following UNC institutions offer a baccalaureate degree in English: ASU, ECU, ECSU, FSU, NCA&T, NCCU, NCSU, UNC-A, UNC-CH, UNC-C, UNC-G, UNC-P, UNC-W, WCU, and WSSU.

#### **Semester Hours Credit**

#### GENERAL EDUCATION CORE ..... (44 SHC)

<b>English Compo</b>	osition 6 SH	C
ENG 111	Expository Writing	3
	and	
ENG 112	Argument-Based Research	3
	or	
ENG 113	Literature-Based Research	3

Select one literature course from the following (3 SHC):

ENG 231	American Literature I	. 3
ENG 232	American Literature II	. 3
ENG 241	British Literature I	. 3
ENG 242	British Literature II	. 3
ENG 261	World Literature I	. 3
ENG 262	World Literature II	. 3

Two additional courses from the following areas are required: art, drama, foreign languages, interdisciplinary humanities, literature, music, philosophy, and religion. One of the following foreign language sequences is recommended: FRE 111 and FRE 112, or, SPA 111 and SPA 112.

1.	ART 111	Art Appreciation	3
	ART 114	Art History Survey I	3
	ART 115	Art History Survey II	3
	ART 116	Survey of American Art	3
	ART 117	Non-Western Art History	
2.	DRA 111	Theatre Appreciation	3
	DRA 122	Oral Interpretation	3
	DRA 211	Theatre History I	3
	DRA 212	Theatre History II	
3.	ENG 131	Introduction to Literature	3
	ENG 233	Major American Writers	3
	ENG 251	Western World Literature I	3
	ENG 252	Western World Literature II	3

4. FRE 111 FRE 112	Elementary French I	3
FRE 211	Intermediate French I	
FRE 212 SPA 111	Intermediate French II Elementary Spanish I	
SPA 111 SPA 112	Elementary Spanish II	3
SPA 211	Intermediate Spanish I	3
SPA 212	Intermediate Spanish II	
5. HUM 110	Technology and Society	
HUM 160	Introduction to Film	3
6. MUS 110	Music Appreciation	3
MUS 112	Introduction to Jazz	3
MUS 113	American Music	3
7. PHI 215	Dhilasanhiasi Isanas	2
PHI 240	Philosophical Issues Introduction to Ethics	3
1111 240	madaction to Edites	J
8. REL 110	World Religions	3
REL 111	Eastern Religions	3
REL 112	Western Religions	3
REL 211 REL 212	Intro to Old Testament Intro to New Testament	
REL 212 REL 221	Religion in America	
	nunication 3 SH	
COM 110	Intro to Communication	3
	or	_
COM 120	Interpersonal Communication	- 3
COM 120	Interpersonal Communicationor	3
COM 120 COM 231		
COM 231  Social/Behavio	or Public Speaking	3 [C
COM 231  Social/Behavior Select four courts	or Public Speaking	3 [C
COM 231  Social/Behavior Select four couranthropology,	or Public Speaking	3 Cas:
COM 231  Social/Behavior Select four couranthropology,	or Public Speaking	3 Cas:
COM 231  Social/Behavior Select four couranthropology,	or Public Speaking	3 [Cus: ol- e.
COM 231  Social/Behavior Select four couranthropology, ogy, and socio	or Public Speaking	3 (C) is: ol- e.
COM 231  Social/Behavion Select four contain anthropology, ogy, and socion 1. ANT 210  2. ECO 151 ECO 251	or Public Speaking	3 (C) (S) (S) (S) (S) (S) (S) (S) (S) (S) (S
COM 231  Social/Behavion Select four contain anthropology, ogy, and socion 1. ANT 210  2. ECO 151	or Public Speaking	3 (C) (S) (S) (S) (S) (S) (S) (S) (S) (S) (S
COM 231  Social/Behavior Select four contant and socion  1. ANT 210  2. ECO 151 ECO 251 ECO 252	or Public Speaking	3 (C) is: ol-e. 3
COM 231  Social/Behavic Select four contant and sociol of the sociol of	or Public Speaking	3 iC is: ol- e. 3 3 3
COM 231  Social/Behavior Select four contant and socion  1. ANT 210  2. ECO 151 ECO 251 ECO 252	or Public Speaking	3 3 3 3 3
COM 231  Social/Behavior Select four couranthropology, ogy, and socion 1. ANT 210  2. ECO 151 ECO 251 ECO 252  3. HIS 115 HIS 121 HIS 122 HIS 131	or Public Speaking	3 (C) is: 3 3 3 3 3 3 3 3 3
COM 231  Social/Behavior Select four couranthropology, ogy, and socion 1. ANT 210  2. ECO 151 ECO 251 ECO 252  3. HIS 115 HIS 121 HIS 122	or Public Speaking	3 (C) is: 3 3 3 3 3 3 3 3 3
COM 231  Social/Behavion Select four count anthropology, ogy, and socion 1. ANT 210  2. ECO 151 ECO 251 ECO 252  3. HIS 115 HIS 121 HIS 122 HIS 131 HIS 132	or Public Speaking	3 3 3 3 3 3 3 3 3
COM 231  Social/Behavior Select four couranthropology, ogy, and socion 1. ANT 210  2. ECO 151 ECO 251 ECO 252  3. HIS 115 HIS 121 HIS 122 HIS 131	or Public Speaking	3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3
COM 231  Social/Behavion Select four count anthropology, ogy, and socion 1. ANT 210  2. ECO 151 ECO 251 ECO 252  3. HIS 115 HIS 121 HIS 122 HIS 131 HIS 132  4. POL 120	or Public Speaking	3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3
COM 231  Social/Behavion Select four contains an anthropology, ogy, and socion 1. ANT 210  2. ECO 151 ECO 251 ECO 252  3. HIS 115 HIS 121 HIS 122 HIS 131 HIS 132  4. POL 120 POL 210 POL 220	or Public Speaking	3 3 3 3 3 3 3 3 3 3 3 3 3 3 3
COM 231  Social/Behavious Select four contains anthropology, ogy, and socious 1. ANT 210  2. ECO 151 ECO 251 ECO 252  3. HIS 115 HIS 121 HIS 122 HIS 131 HIS 132  4. POL 120 POL 210 POL 220  5. PSY 150	or Public Speaking	3 (C) is: ol-e. 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3
COM 231  Social/Behavion Select four contains an anthropology, ogy, and socion 1. ANT 210  2. ECO 151 ECO 251 ECO 252  3. HIS 115 HIS 121 HIS 122 HIS 131 HIS 132  4. POL 120 POL 210 POL 220	or Public Speaking	3 (C) is: ol-e. 3 3333333333333333333333333333333333

#### **ACADEMIC PROGRAMS**

6. SOC 210 Introduction to Sociology 3	OTHER REC	QUIRED HOURS (20-21 SHC
SOC 213 Sociology of the Family		lowing courses is required (3 SHC):
SOC 220 Social Problems	ENG 231	American Literature I
SOC 240 Social Psychology	ENG 232	American Literature II
S C C C C C C C C C C C C C C C C C C C	ENG 241	British Literature I
Natural Sciences/Mathematics 14 SHC	ENG 242	British Literature II
Natural Sciences	ENG 261	World Literature I
Select two courses, including accompanying laboratory work,	ENG 262	World Literature II
from the biological and/or physical science disciplines. Re-	LING 202	World Eliciature ii
minder: AST 111, CHM 131, and PHY 110 have mandatory	Savantaan (17	) additional hours of approved college transfe
labs.	courses are re	
iaus.	courses are rec	динеа.
1. AST 111 Descriptive Astronomy	One of the foli	lowing courses is recommended:
AST 111A Descriptive Astronomy 1	HIS 115	Intro to Global History
1	HIS 121	Western Civilization I
2. BIO 111 General Biology I	HIS 122	Western Civilization II
BIO 112 General Biology II	HIS 131	American History I
DIO 112 CONOTAL DIOLOGY II IIIIIIIIIIIIII I	HIS 132	American History II
3. CHM 131 Intro to Chemistry	1110 152	Addictional History II
CHM 131A Intro to Chemistry Lab	An intermedia	te foreign language sequence is recommended
CHM 132 Organic and Biochemistry	FRE 211	Intermediate French I
	1 TKE 211	
	EDE 212	and Intermediate French II
CHM 152 General Chemistry II	FRE 212	
4 CEL 111 Introductions Cooleans	CD 4 211	or
4. GEL 111 Introductory Geology	SPA 211	Intermediate Spanish I
GEL 113 Historical Geology	CD 4 212	and
GEL 120 Physical Geology	SPA 212	Intermediate Spanish II
GEL 230 Environmental Geology 4	A 1 1*.* 1 1	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
5 DIIV 110 Commented Dissert		urs may be selected from the remaining genera
5. PHY 110 Conceptual Physics		e or the following electives:
PHY 110A Conceptual Physics Lab	ACC 120	Prin of Accounting I
PHY 151 College Physics I	ACC 121	Prin of Accounting II
PHY 152 College Physics II	ART 121	Design I
PHY 251 General Physics I	ART 122	Design II
PHY 252 General Physics II	ART 131	Drawing I
	ART 132	Drawing II
Math	ART 171	Computer Art
Two courses are required. Select at least one course in	ART 240	Painting I
introductory math. Students will not receive credit for both	ART 261	Photography I
MAT 161 and MAT 171 because the courses are similar in	ART 283	Ceramics
content. Students may not enroll in MAT 161, 171, or 172 after	BIO 168	Anatomy and Physiology I
completing MAT 175. Reminder: MAT 140, 151, 161, 171,	BIO 169	Anatomy and Physiology II
172, 175, and 263 have mandatory labs; these labs are electives	BIO 175	General Microbiology
and are listed in the Other Required Hours section of this	BUS 115	Business Law
program.	CIS 115	Intro to Programming and Logic
	CJC 111	Intro to Criminal Justice
Introductory Math Courses	CJC 121	Law Enforcement Operations
MAT 140 Survey of Mathematics 3	CJC 141	Corrections
MAT 161 College Algebra	DRA 170	Play Production I
MAT 171 Precalculus Algebra 3	DRA 171	Play Production II
MAT 175 Precalculus	EDU 116	Introduction to Education
	ENG 125	Creative Writing I
Non-Introductory Math Courses	ENG 126	Creative Writing II
CIS 110 Introduction to Computers	ENG 231	American Literature I
MAT 151 Statistics I	ENG 232	American Literature II
MAT 172 Precalculus Trigonometry	ENG 241	British Literature I
MAT 263 Brief Calculus	ENG 242	British Literature II
	ENG 261	World Literature I
Conoral Education Core (MSHC)	ENG 262	World Literature II

ENG 273	African American Literature	2
	African-American Literature	
ENG 274	Literature by Women	
HIS 221	African-American History	
MAT 140A	Survey of Mathematics Lab	
MAT 151A	Statistics 1 Lab	
MAT 161A	College Algebra Lab	
MAT 171A	Precalculus Algebra Lab	
MAT 172A	Precalculus Trig Lab	1
MAT 175A	Precalculus Lab	1
MAT 263A	Brief Calculus Lab	1
MAT 271	Calculus 1	4
MAT 272	Calculus II	4
MAT 273	Calculus III	4
MAT 280	Linear Algebra	3
MAT 285	Differential Equations	3
PED 110	Fit and Well for Life	2
PED 113	Aerobics I	1
PED 115	Step Aerobics	1
PED 122	Yoga I	1
PED 125	Self-Defense—Beginning	1
PED 130	Tennis-Beginning	
PED 143	Volleyball-Beginning	
PED 148	Softball	1
PED 152	Swimming - Beginning	1
PED 166	Sailing - Beginning	
PED 167	Sailing - Intermediate	1
PHI 230	Introduction to Logic	
POL 130	State and Local Government	
SOC 230	Race and Ethnic Relations	3

#### Total Semester Hours of Other Required Hours..... 20-21

Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

Recommended Courses: FRE 111 and FRE 112, or, SPA 111 and SPA 112; FRE 211 and FRE 212, or, SPA 211 and SPA 212; HIS 121 or HIS 122 or HIS 131 or HIS 132.



## **English Education**

This program of study is designed for students who plan to pursue a Bachelor of Arts Degree in English Education. Students who successfully complete this program and who meet admissions requirements at the receiving institution, will be eligible to transfer to UNC institutions and some private senior institutions in North Carolina as juniors. The following UNC institutions offer a baccalaureate degree in English Education: ASU, ECU, ECSU, FSU, NCA&T, NCCU, NCSU, UNC-A, UNC-CH, UNC-C, UNC-G, UNC-P, UNC-W, WCU, and WSSU.

**Semester Hours Credit** 

GENERAL EI	DUCATION CORE (44 SHC)		
English Composition			
ENG 112	Argument-Based Research		
ENG 113	Literature-Based Research		
Humanities/Fine Arts			
1. ART 111 ART 114 ART 115 ART 116 ART 117	Art Appreciation		
2. DRA 111 DRA 122 DRA 211 DRA 212	Theatre Appreciation 3 Oral Interpretation 3 Theatre History I 3 Theatre History II 3		
3. ENG 131 ENG 231 ENG 232 ENG 233 ENG 241 ENG 242 ENG 251 ENG 252 ENG 261 ENG 262	Introduction to Literature3American Literature I3American Literature II3Major American Writers3British Literature I3Western World Literature I3Western World Literature II3World Literature I3World Literature I3		
4. FRE 111 FRE 112 FRE 211	Elementary French I3Elementary French II3Intermediate French I3		

#### **ACADEMIC PROGRAMS**

	FRE 212	Intermediate French II	6. S	SOC 210	Introduction to Sociology 3
	SPA 111	Elementary Spanish I 3	S	SOC 213	Sociology of the Family
	SPA 112	Elementary Spanish II	S	SOC 220	Social Problems
	SPA 211	Intermediate Spanish I 3	S	SOC 240	Social Psychology 3
	SPA 212	Intermediate Spanish II			, 6,
			Nat	ural Scienc	ces/Mathematics 14 SHC
5.	HUM 110	Technology and Society 3	Nati	ural Science	es 8 SHC
	HUM 160	Introduction to Film	Sele	ect two cour	ses, including accompanying laboratory work,
					gical and/or physical science disciplines. Re-
6.	MUS 110	Music Appreciation 3	min	der: AST 1	11, CHM 131, and PHY 110 have mandatory
	MUS 112	Introduction to Jazz 3	labs		
	MUS 113	American Music			
			1. A	AST 111	Descriptive Astronomy 3
7.	PHI 215	Philosophical Issues	A	AST 111A	Descriptive Astronomy 1
	PHI 240	Introduction to Ethics			
			2. E	BIO 111	General Biology I 4
8.	REL 110	World Religions	E	BIO 112	General Biology II 4
	REL 111	Eastern Religions 3			
	REL 112	Western Religions	3. C	CHM 131	Intro to Chemistry 3
	REL 211	Intro to Old Testament		CHM 131A	Intro to Chemistry Lab
	REL 212	Intro to New Testament		CHM 132	Organic and Biochemistry 4
	REL 221	Religion in America		CHM 151	General Chemistry I
				CHM 152	General Chemistry II 4
Sp	peech/Comm	unication 3 SHC			
C	OM 231 is red			GEL 111	Introductory Geology 4
	COM 110	Intro to Communication		GEL 113	Historical Geology 4
		or		GEL 120	Physical Geology 4
	COM 120	Interpersonal Communication	C	GEL 230	Environmental Geology 4
	COM 231	Public Speaking	5. P	PHY 110	Conceptual Physics
				PHY 110A	Conceptual Physics Lab 1
So	cial/Behavio	oral Sciences 12 SHC		PHY 151	College Physics I
		rses from at least <b>three</b> of the following areas:	P	PHY 152	College Physics II
		economics history, political science, psychol-	P	PHY 251	General Physics I
		ogy. One must be a history course. HIS 121	P	PHY 252	General Physics II
		ecommended. PSY 150 is required.			·
		Î	Mat	h	6 SHC
1.	ANT 210	General Anthropology	Two	o courses a	are required. Select at least one course in
			intro	oductory ma	ath. Students will not receive credit for both
2.	ECO 151	Survey of Economics	MA	T 161 and	MAT 171 because the courses are similar in
	ECO 251	Prin of Microeconomics	cont	tent. Studen	its may not enroll in MAT 161, 171, or 172 after
	ECO 252	Prin of Macroeconomics 3	com	pleting MA	AT 175. Reminder: MAT 140, 151, 161, 171,
			172.	, 175, and 26	63 have mandatory labs; these labs are electives
3.	HIS 115	Intro to Global History 3	and	are listed	in the Other Required Hours section of this
	HIS 121	Western Civilization I	prog	gram.	
	HIS 122	Western Civilization II			
	HIS 131	American History I	Intro	oductory M	ath Courses
	HIS 132	American History II	1. N	MAT 140	Survey of Mathematics 3
			N	MAT 161	College Algebra 3
4.	POL 120	American Government		MAT 171	Precalculus Algebra 3
	POL 210	Comparative Government 3	N	MAT 175	Precalculus 4
	POL 220	International Relations			
			Non	-Introducto	ory Math Courses
5.	PSY 150	General Psychology 3		CIS 110	Introduction to Computers 3
	PSY 241	Developmental Psychology 3	N	MAT 151	Statistics I
	PSY 281	Abnormal Psychology 3		MAT 172	Precalculus Trigonometry 3
			N	MAT 263	Brief Calculus

General Education Core ...... (44 SHC)

#### CAPE FEAR COMMUNITY COLLEGE

TRED HOURS (20-21 SHC) urse is required (4 SHC): 4
institutions, EDU 116 may fulfill a major nost institutions, it will transfer only as a free
ditional hours of approved college transfer red.
wing courses with multi-cultural or gender mmended (3 SHC):  African-American Literature
<b>200-level courses in literature are recom</b> -courses are listed under the Humanities/Fine SHC)
foreign language is recommended (6 SHC): Intermediate French I
Intermediate French II
Intermediate Spanish I
and Intermediate Spanish II
may be selected from the remaining general the courses listed under the Other Required
Prin of Accounting I       4         Prin of Accounting II       4         Design I       3         Design II       3         Drawing I       3         Painting I       3         Photography I       3         Computer Art       3         Ceramics I       3         Anatomy and Physiology I       4         Anatomy and Physiology II       4         General Microbiology       3         Business Law I       3         Intro to Programming and Logic       3         Intro to Criminal Justice       3         Law Enforcement Operations       3         Corrections       3         Play Production I       3         Play Production II       3         Creative Writing I       3         American Literature I       3

ENIC 241	Dutation I tax sales of	_
ENG 241	British Literature I	3
ENG 242	British Literature II	
ENG 251	Western World Literature I	
ENG 252	Western World Literature II	
ENG 261	World Literature I	
ENG 262	World Literature II	3
MAT 140A	Survey of Mathematics Lab	1
MAT 151A	Statistics I Lab	1
MAT 161A	College Algebra Lab	1
MAT 171A	Precalculus Algebra Lab	
MAT 172A	Precalculus Trig Lab	1
MAT 175A	Precalculus Lab	1
MAT 263A	Brief Calculus Lab	1
MAT 271	Calculus I	4
MAT 272	Calculus II	4
MAT 273	Calculus III	4
MAT 280	Linear Algebra	3
MAT 285	Differential Equations	3
PED 110	Fit and Well for Life	2
PED 113	Aerobics I	1
PED 115	Step Aerobics	1
PED 122	Yoga I	1
PED 125	Self-Defense-Beginning	
PED 130	Tennis-Beginning	1
PED 143	Volleyball-Beginning	
PED 148	Softball	
PED 152	Swimming - Beginning	1
PED 166	Sailing - Beginning	1
PED 167	Sailing - Intermediate	1
PHI 230	Introduction to Logic	3
POL 130	State and Local Government	

Total Semester Hours of Other Required Hours..... 20-21

#### Total Requirement in Semester Hours ...... 64-65

Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

Recommended Courses: FRE 111 and FRE 112, or, SPA 111 and SPA 112; ART 111 or DRA 111 or HUM 160 or MUS 110; HIS 121 or HIS 122; COM 231; ENG 273 or ENG 274; FRE 211 and FRE 212, or, SPA 211 and SPA 212; two additional 200-level courses in literature.

ENG 232

### **ACADEMIC PROGRAMS**

# History

This program of study is designed for students who plan to pursue a Bachelor of Arts Degree in History. Students who successfully complete this program and who meet admissions requirements at the receiving institution, will be eligible to transfer to UNC institutions and some private senior institutions in North Carolina as juniors. The following UNC institutions offer a baccalaureate degree in History: ASU, ECU, ECSU, FSU, NCA&T, NCCU, NCSU, UNC-A, UNC-CH, UNC-C, UNC-G, UNC-P, UNC-W, WCU, and WSSU.

#### **Semester Hours Credit**

English Comp	osition 6 SHC
ENG 111	
	and
ENG 112	Argument-Based Research 3
	or
ENG 113	Literature-Based Research 3
	or
ENG 114	Professional Research and Reporting 3

GENERAL EDUCATION CORE ...... (44 SHC)

1.	ART 111 ART 114 ART 115 ART 116 ART 117	Art Appreciation	3 3 3
2.	DRA 111 DRA 122 DRA 211 DRA 212	Theatre Appreciation Oral Interpretation Theatre History I Theatre History II	3
3.	ENG 131 ENG 231 ENG 232 ENG 233 ENG 241 ENG 242 ENG 251 ENG 252 ENG 261 ENG 262	Introduction to Literature American Literature I American Literature II Major American Writers British Literature I British Literature II Western World Literature I World Literature II World Literature I World Literature I	3 3 3 3 3 3 3
4.	FRE 111 FRE 112 FRE 211 FRE 212 SPA 111 SPA 112	Elementary French I  Elementary French II  Intermediate French I  Intermediate French II  Elementary Spanish I  Elementary Spanish II	3 3 3

	SPA 211 SPA 212	Intermediate Spanish I Intermediate Spanish II	
	HUM 110 HUM 160	Technology and Society Introduction to Film	3
	MUS 110 MUS 112 MUS 113	Music Appreciation	3
	PHI 215 PHI 240	Philosophical Issues	
	REL 110 REL 111 REL 112 REL 211 REL 212 REL 221	World Religions Eastern Religions Western Religions Intro to Old Testament Intro to New Testament Religion in America	3 3 3
Spe	eech/Comm	unication 3 SH	C
	COM 110	Intro to Communication	
	COM 120	or Interpersonal Communication	3
	COM 231	Public Speaking	3
	cial/Behavio	ral SciencesSH	
Sel ant ogy <b>Th</b>	cial/Behavio ect four cour hropology, e y, and sociolo		s: ol-
Sel ant ogy Th and	cial/Behavio ect four cour hropology, e y, and sociolo e following h	ral Sciences	is: ol- e.
Sel antiogy Th and	cial/Behavio ect four cour hropology, e y, and sociolo e following h d 122.	ral Sciences	3 3
Sel ant ogy Th and	cial/Behavio ect four cour hropology, e y, and sociolo e following h d 122. ANT 210 ECO 151 ECO 251	ral Sciences	3 3 3
Sel ant ogy Th and	cial/Behavio ect four cour hropology, e y, and sociolo e following h d 122. ANT 210	ral Sciences	3 3 3
Sel ant ogy Th and 1.	cial/Behavio ect four cour hropology, e y, and sociole e following h d 122. ANT 210 ECO 151 ECO 251 ECO 252	ral Sciences	3 3 3 3
Sel ant ogy Th and 1.	cial/Behavio ect four cour hropology, e y, and sociole e following h d 122. ANT 210 ECO 151 ECO 251 ECO 252 HIS 115 HIS 121	ral Sciences	3 3 3 3 3
Sel ant ogy Th and 1.	cial/Behavio ect four cour hropology, e y, and sociole e following h d 122. ANT 210 ECO 151 ECO 251 ECO 252	ral Sciences	3 3 3 3 3
Sel ant ogy Th and 1. 2. 3.	cial/Behavio ect four cour hropology, e y, and sociole e following h d 122.  ANT 210  ECO 151 ECO 251 ECO 252  HIS 115 HIS 121 HIS 122  POL 120	ral Sciences	3 3 3 3 3 3
Sel ant ogy Th and 1. 2. 3.	cial/Behavio ect four cour hropology, e y, and sociole e following h d 122. ANT 210 ECO 151 ECO 251 ECO 252 HIS 115 HIS 121 HIS 122 POL 120 POL 210	ral Sciences	3 3 3 3 3 3 3
Sel ant ogy Th and 1. 2. 3.	cial/Behavio ect four cour hropology, e y, and sociole e following h d 122.  ANT 210  ECO 151 ECO 251 ECO 252  HIS 115 HIS 121 HIS 122  POL 120 POL 210 POL 220	ral Sciences	3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3
Sel anti ogy Th and 1. 2. 3. 4.	cial/Behavio ect four cour hropology, e y, and sociole e following h d 122.  ANT 210  ECO 151 ECO 251 ECO 252  HIS 115 HIS 121 HIS 122  POL 120 POL 210 POL 220  PSY 150	ral Sciences	3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3
Sel anti ogy Th and 1. 2. 3. 4.	cial/Behavio ect four cour hropology, e y, and sociole e following h d 122.  ANT 210  ECO 151 ECO 251 ECO 252  HIS 115 HIS 121 HIS 122  POL 120 POL 210 POL 220	ral Sciences	33 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3
Sel anti ogy Th and 1. 2. 3. 4. 6.	cial/Behavio ect four cour hropology, e y, and sociolo e following h d 122. ANT 210 ECO 151 ECO 251 ECO 252 HIS 115 HIS 121 HIS 122 POL 120 POL 210 POL 220 PSY 150 PSY 241	ral Sciences	3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3

Natural Sciences/Mathematics		
1. AST 111 AST 111A	Descriptive Astronomy	
2. BIO 111 BIO 112	General Biology I	
3. CHM 131 CHM 131A CHM 132 CHM 151 CHM 152	Intro to Chemistry3Intro to Chemistry Lab1Organic and Biochemistry4General Chemistry I4General Chemistry II4	
4. GEL 111 GEL 113 GEL 120 GEL 230	Introductory Geology4Historical Geology4Physical Geology4Environmental Geology4	
5. PHY 110 PHY 110A PHY 151 PHY 152 PHY 251 PHY 252	Conceptual Physics       3         Conceptual Physics Lab       1         College Physics I       4         College Physics II       4         General Physics I       4         General Physics II       4	
Two courses a introductory made MAT 161 and 1 Students may not ing MAT 175. and 263 have made made made made made made made mad	are required. Select at least <b>one</b> course in ath. Students will not receive credit for both 71 because these courses are similar in content. ot enroll in MAT 161, 171 or 172 after complet-Reminder: MAT 140, 151, 161, 171, 172, 175, andatory labs; these labs are electives and are ner Required Hours section of this program.	
Introductory M 1. MAT 140 MAT 161 MAT 171 MAT 175	ath Courses Survey of Mathematics	
Non-Introducto 2. CIS 110 MAT 151 MAT 172 MAT 263	Introduction to Computers	
Total General	Education Core 44 SHC	
OTHER REQUIRED HOURS (20-21 SHC) Other required hours should be selected from pre-major articulation agreements, remaining general education courses, or electives listed below.		

Students intending to major in a history program at a UNC institution are advised to take no more than 12 elective hours in history at the community college level.

HIS 131 and HIS 132 are recommended electives.

HS 131 and H	IS 132 are recommended electives.
A GC 120	D' CA ' T
ACC 120	Prin of Accounting I
ACC 121	Prin of Accounting II
ART 121	Design I
ART 122	Design II
ART 131	Drawing I 3
ART 132	Drawing II
ART 171	Computer Art
ART 240	Painting I
ART 261	Photography I
ART 283	Ceramics I
BIO 168	Anatomy and Physiology I 4
BIO 169	Anatomy and Physiology II 4
BIO 175	General Microbiology
BUS 115	Business Law I
CIS 115	Intro to Programming and Logic 3
CJC 111	Intro to Criminal Justice 3
CJC 121	Law Enforcement Operations 3
CJC 141	Corrections 3
DRA 170	Play Production I
DRA 171	Play Production II
EDU 116	Introduction to Education
ENG 125	Creative Writing I 3
ENG 126	Creative Writing II 3
ENG 273	African-American Literature 3
ENG 274	Literature by Women 3
HIS 131	American History I
HIS 132	American History II
HIS 221	African-American History 3
MAT 140A	Survey of Mathematics Lab 1
MAT 151A	Statistics I Lab 1
MAT 161A	College Algebra Lab 1
MAT 171A	Precalculus Algebra Lab 1
MAT 172A	Precalculus Trig Lab 1
MAT 175A	Precalculus Lab 1
MAT 263A	Brief Calculus Lab 1
MAT 271	Calculus I 4
MAT 272	Calculus II
MAT 273	Calculus III
MAT 280	Linear Algebra 3
MAT 285	Differential Equations 3
PED 110	Fit and Well for Life 2
PED 113	Aerobics I 1
PED 115	Step Aerobics I 1
PED 122	Yoga I 1
PED 125	Self-Defense—Beginning 1
PED 130	Tennis-Beginning 1
PED 143	Volleyball - Beginning 1
PED 148	Softball 1
PED 152	Swimming - Beginning 1
PED 166	Sailing - Beginning 1
PED 167	Sailing - Intermediate 1
PHI 230	Introduction to Logic 3
POL 130	State and Local Government 3
SOC 230	Race and Ethnic Relations 3

Total Semeste	er Hours of Other Required Hours 20-21
Students must guage and/or l	ement in Semester Hours
Recommende 131, and 132.	d Courses: ENG 112 or 113; HIS 121, 122,
Politic	cal Science
pursue a Bach dents who succ admissions rec eligible to trans institutions in l institutions off ASU, ECU, EC	of study is designed for students who plan to elor of Arts Degree in Political Science. Stucessfully complete this program and who meet quirements at the receiving institution, will be sfer to UNC institutions and some private senior North Carolina as juniors. The following UNC for a baccalaureate degree in Political Science: CSU, FSU, NCA&T, NCCU, NCSU, UNC-A, IC-C, UNC-G, UNC-P, UNC-W, WCU, and
	Semester Hours Credit
GENERAL E	DUCATION CORE (44 SHC)
English Comp ENG 111	Expository Writing
ENG 112	Argument-Based Research
ENG 113	Literature-Based Research
ENG 114	Professional Research and Reporting 3
Select three co art, drama, for literature, must be a literature	ourses from at least two of the following areas: reign languages, interdisciplinary humanities, ic, philosophy, and religion. One course must ecourse. SPA 111 and SPA 112, or, FRE 111 are recommended.
1. ART 111 ART 114 ART 115 ART 116 ART 117	Art Appreciation 3 Art History Survey I 3 Art History Survey II 3 Survey of American Art 3 Non-Western Art History 3
2. DRA 111 DRA 122 DRA 211 DRA 212	Theatre Appreciation 3 Oral Interpretation 3 Theatre History I 3 Theatre History II 3
3. ENG 131	Introduction to Literature

Major American Writers ...... 3

ENG 231 ENG 232

ENG 233

ENG 241

ENG 242 ENG 251 ENG 252 ENG 261 ENG 262	British Literature II  Western World Literature I  Western World Literature II  World Literature I  World Literature II
4. FRE 111 FRE 112 FRE 211 FRE 212 SPA 111 SPA 112 SPA 211 SPA 212	Elementary French I  Elementary French II  Intermediate French I  Intermediate French II  Elementary Spanish I  Elementary Spanish II  Intermediate Spanish I  Intermediate Spanish II
5. HUM 110 HUM 160	Technology and Society
6. MUS 110 MUS 112 MUS 113	Music Appreciation
7. PHI 215 PHI 240	Philosophical Issues
8. REL 110 REL 111 REL 112 REL 211 REL 212 REL 221	World Religions Eastern Religions Western Religions Intro to Old Testament Intro to New Testament Religion in America
COM 110 or (	nunication 3 SHO
COM 110 COM 120	or Interpersonal Communication
COM 231	or Public Speaking
Select four cou anthropology, ogy, and socio ECO 151, EC	oral Sciences
1. ANT 210	General Anthropology
2. ECO 151 ECO 251 ECO 252	Survey of Economics
3. HIS 115 HIS 121 HIS 122 HIS 131 HIS 132	Intro to Global History 3 Western Civilization I 3 Western Civilization II 3 American History I 3 American History II 3

4. POL 210	Comparative Government 3	Non-Introducte	ory Math Courses
POL 220	International Relations 3	2. CIS 110	Introduction to Computers
		MAT 151	Statistics I
5. PSY 150	General Psychology 3	MAT 172	Precalculus Trigonometry
PSY 241	Developmental Psychology 3	MAT 263	Brief Calculus
PSY 281	Abnormal Psychology 3		
		Total General	Education Core 44 SHO
6. SOC 210	Introduction to Sociology 3		
SOC 213	Sociology of the Family 3	OTHER REQ	UIRED HOURS (20-21 SHC
SOC 220	Social Problems 3	The following	course is required (3 SHC):
SOC 240	Social Psychology 3	POL 120 Ame	rican Government
N I.G.:	0.6 c) (1.4 CH C)	G . /17	
	nces/Mathematics 14 SHC		) hours may be selected from the remaining
	ces8 SHC		tion core or the following transfer courses
	rses, including accompanying laboratory work,		POL 220 are recommended.
	gical and/or physical science disciplines. Re-	ACC 120	Prin of Accounting I
	111, CHM 131, and PHY 110 have mandatory	ACC 121	Prin of Accounting II
labs.		ART 121	Design I
		ART 122	Design II
1. AST 111	Descriptive Astronomy 3	ART 131	Drawing I
AST 111A	Descriptive Astronomy 1	ART 132	Drawing II
		ART 171	Computer Art
2. BIO 111	General Biology I 4	ART 240	Painting I
BIO 112	General Biology II4	ART 261	Photography I
		ART 283	Ceramics I
3. CHM 131	Intro to Chemistry 3	BIO 168	Anatomy and Physiology I
CHM 131A	Intro to Chemistry Lab 1	BIO 169	Anatomy and Physiology II
CHM 132	Organic and Biochemistry 4	BIO 175	General Microbiology
CHM 151	General Chemistry I	BUS 115	Business Law I
CHM 151	General Chemistry II	CIS 115	Intro to Programming and Logic
C111/1 132	General Chemistry II	CJC 121	Law Enforcement Operations
4. GEL 111	Introductory Geology 4	CJC 121	Corrections
GEL 113	Historical Geology	DRA 170	
			Play Production I
GEL 120	Physical Geology	DRA 171	Play Production II
GEL 230	Environmental Geology 4	EDU 116	Introduction to Education
5 DIII 110	C IPI 1	ENG 125	Creative Writing I
5. PHY 110	Conceptual Physics	ENG 126	Creative Writing II
PHY 110A		ENG 273	African-American Literature
PHY 151	College Physics I 4	ENG 274	Literature by Women
PHY 152	College Physics II 4	HIS 221	African-American History
PHY 251	General Physics I 4		Survey of Mathematics Lab
PHY 252	General Physics II 4		Statistics I Lab
		MAT 161A	College Algebra Lab
Math	6 SHC	MAT 171A	Precalculus Algebra Lab
Two courses	are required. Select at least one course in		Precalculus Trig Lab
introductory n	nath. Students will not receive credit for both	MAT 175A	Precalculus Lab
	MAT 171 because the courses are similar in	MAT 263A	Brief Calculus Lab
content. Stude	ents may not enroll in MAT 161, 171, or 172 after	MAT 271	Calculus I
	AT 175. Reminder: MAT 140, 151, 161, 171,	MAT 272	Calculus II
	263 have mandatory labs; these labs are electives	MAT 273	Calculus III
	in the Other Required Hours section of this	MAT 280	Linear Algebra
	110 is recommended to satisfy the second math	MAT 285	Differential Equations
requirement.	220 10 10 10 10 minuted to satisfy the second math	PED 110	Fit and Well for Life
requirement.			Aerobics I
Introductor: A	Anth Courses	PED 113	
Introductory N		PED 115	Step Aerobics I
1. MAT 140	Survey of Mathematics	PED 122	Yoga I
MAT 161	College Algebra	PED 125	Self-Defense—Beginning
MAT 171	Precalculus Algebra	PED 130	Tennis-Beginning
MAT 175	Precalculus 4	PED 143	Volleyball-Beginning

### **ACADEMIC PROGRAMS**

PED 148 PED 152 PED 166 PED 167 PHI 230 POL 130 POL 210 POL 220 SOC 230	Softball1Swimming-Beginning1Sailing-Beginning1Sailing-Intermediate1Introduction to Logic3State and Local Government3Comparative Government3International Relations3Race and Ethnic Relations3
Total Semesto	er Hours of Other Required Hours 20-21
Total Require	ement in Semester Hours 64-65
guage and/or lapplicable, pri	t meet the receiving university's foreign lan- health and physical education requirements, if or to or after transfer to the senior institution. ed Courses: FRE 111 and FRE 112, or, SPA 112; COM 110 or COM 231; CIS 110; POL 220.
Other Recom	nmended Courses (three courses from two
discipline are	as):
a. ECO 151, 2 b. PSY 150	251, or 252
c. SOC 210 or	r 220
pursue a Bach who successfu sions requirem to transfer to U tions in North institutions off ECU, ECSU, 1	of study is designed for students who plan to delor of Arts Degree in Psychology. Students ally complete this program and who meet admissients at the receiving institution, will be eligible and institutions and some private senior institution as juniors. The following UNC fer a baccalaureate degree in Psychology: ASU, FSU, NCA&T, NCCU, NCSU, UNC-A, UNC-UNC-G, UNC-P, UNC-W, WCU, and WSSU.
	Semester Hours Credit
CENEDALI	
	EDUCATION CORE (44 SHC)
English Com ENG 111	position
ENG 112	Argument-Based Research
ENG 113	Literature-Based Research
ENG 114	Professional Research and Reporting 3
Select three cart, drama, fo	Fine Arts

1. ART 111 ART 114 ART 115 ART 116 ART 117	Art Appreciation	3 3 3
2. DRA 111 DRA 122 DRA 211 DRA 212	Theatre Appreciation Oral Interpretation Theatre History I Theatre History II	3
3. ENG 131 ENG 231 ENG 232 ENG 233 ENG 241 ENG 242 ENG 251 ENG 252 ENG 261 ENG 262	Introduction to Literature American Literature I American Literature II Major American Writers British Literature I British Literature II Western World Literature I World Literature II World Literature II	3 3 3 3 3 3 3
4. FRE 111 FRE 112 FRE 211 FRE 212 SPA 111 SPA 112 SPA 211 SPA 212	Elementary French I  Elementary French II  Intermediate French II  Intermediate French II  Elementary Spanish I  Elementary Spanish II  Intermediate Spanish II  Intermediate Spanish II	3 3 3 3 3
5. HUM 110 HUM 160	Technology and Society	3
6. MUS 110 MUS 112 MUS 113	Music Appreciation Introduction to Jazz American Music	3
7. PHI 215 PHI 240	Philosophical Issues Introduction to Ethics	
8. REL 110 REL 111 REL 112 REL 211 REL 212 REL 221	World Religions  Eastern Religions  Western Religions  Intro to Old Testament  Intro to New Testament  Religion in America	3 3 3
Speech/Comm COM 110	Intro to Communication	
COM 120	or Interpersonal Communication	3
COM 231	or Public Speaking	3
Select <b>four</b> cou anthropology, e ogy, and sociol	oral Sciences	s: l-

1. ANT 210	General Anthropology 3	MAT 161 and Students may
2. ECO 151	Survey of Economics	completing M
ECO 251	Prin of Microeconomics	175, and 263 l
ECO 252	Prin of Macroeconomics	are listed in th
200 232	Tim of interocconomics	MAT 171 and
3. HIS 115	Intro to Global History 3	
HIS 121	Western Civilization I 3	Introductory .
HIS 122	Western Civilization II	1. MAT 161
HIS 131	American History I 3	MAT 171
HIS 132	American History II	MAT 175
4. POL 120	American Government	Non-Introduc
POL 210	Comparative Government 3	2. CIS 110
POL 220	International Relations	MAT 151
		MAT 172
5. PSY 150	General Psychology 3	MAT 263
PSY 241	Developmental Psychology 3	
PSY 281	Abnormal Psychology 3	OTHER RE
		Other require
6. SOC 210	Introduction to Sociology 3	articulation a
SOC 213	Sociology of the Family 3	courses, or the
SOC 220	Social Problems	major in a p
SOC 240	Social Psychology 3	advised to ta
5002.0	Social I sychology	electives at t
Natural Science	ces/Mathematics 14 SHC	ACC 120
	es8 SHC	ACC 121
	ourses, including accompanying laboratory	ART 121
	biological and/or physical science disciplines.	ART 122
	neral Biology I is required. Reminder: AST	ART 131
	, and PHY 110 have mandatory labs.	ART 132
-11-, 01	,	ART 171
1. AST 111	Descriptive Astronomy 3	ART 240
AST 111A	Descriptive Astronomy 1	ART 261
	p	ART 283
2. BIO 111	General Biology I 4	BIO 168
BIO 112	General Biology II 4	BIO 169
		BIO 175
3. CHM 131	Intro to Chemistry 3	BUS 115
	Intro to Chemistry Lab 1	CIS 115
CHM 132	Organic and Biochemistry 4	CJC 111
CHM 151	General Chemistry I 4	CJC 121
CHM 152	General Chemistry II	CJC 141
	·	DRA 170
4. GEL 111	Introductory Geology 4	DRA 170
GEL 113	Historical Geology 4	EDU 116
GEL 120	Physical Geology 4	ENG 125
GEL 230	Environmental Geology 4	ENG 126
	<b>.</b>	ENG 273
5. PHY 110	Conceptual Physics 3	ENG 274
PHY 110A	Conceptual Physics Lab 1	HIS 221
PHY 151	College Physics I 4	MAT 151
PHY 152	College Physics II 4	MAT 161.
PHY 251	General Physics I	MAT 171.
PHY 252	General Physics II4	MAT 172.
	•	MAT 175
Math	6 SHC	MAT 263.
	are required. Select at least one course in	MAT 271
	ath. Students will not receive credit for both	MAT 272

MAT 161 and 171 because the courses are similar in content. Students may not enroll in MAT 161, 171, or 172 after completing MAT 175. Reminder: MAT 151, 161, 171, 172, 175, and 263 have mandatory labs; these labs are electives and are listed in the Other Required Hours section of this program. MAT 171 and MAT 151 are recommended.

Introductory Me	ath Courses
1. MAT 161	College Algebra 3
MAT 171	Precalculus Algebra
MAT 175	Precalculus
Non-Introducto	ry Math Courses
2. CIS 110	Introduction to Computers 3
MAT 151	Statistics
MAT 172	Precalculus Trigonometry
MAT 172 MAT 263	Brief Calculus
WIAT 203	blief Calculus
OTHER REOL	UIRED HOURS (20-21 SHC)
	hours should be selected from the pre-major
	reements, the remaining general education
	electives listed below. <b>Students intending to</b>
	chology program at a UNC institution are
	no more than six (6) hours in psychology in
	community college level.
ACC 120	Prin of Accounting I
ACC 121	Prin of Accounting II
ART 121	Design I
ART 122	Design II
ART 131	Drawing I
ART 132	Drawing II 3
ART 171	Computer Art 3
ART 240	Painting I 3
ART 261	Photography I
ART 283	Ceramics I
BIO 168	Anatomy and Physiology I 4
BIO 169	Anatomy and Physiology II 4
BIO 175	General Microbiology 3
BUS 115	Business Law I
CIS 115	Intro to Programming and Logic 3
CJC 111	Intro to Criminal Justice 3
CJC 121	Law Enforcement Operations 3
CJC 141	Corrections 3
DRA 170	Play Production I
DRA 170	Play Production II
EDU 116	Introduction to Education 4
ENG 125	Creative Writing I
ENG 126	Creative Writing II
ENG 273	African-American Literature 3
ENG 274	Literature by Women 3
HIS 221	African-American History 3
MAT 151A	Statistics I Lab
MAT 161A	College Algebra Lab 1
MAT 171A	Precalculus Algebra Lab 1
MAT 172A	Precalculus Trig Lab
MAT 175A	Precalculus Lab
MAT 263A	Brief Calculus Lab
MAT 203A MAT 271	Calculus I
MAT 271 MAT 272	Calculus II
IVIAI 212	Calculus II

### **ACADEMIC PROGRAMS**

MAT 273	Calculus III 4
MAT 280	Linear Algebra 3
MAT 285	Differential Equations 3
PED 110	Fit and Well for Life 2
PED 113	Aerobics I 1
PED 115	Step Aerobics I
PED 122	Yoga I1
PED 125	Self-DefenseBeginning 1
PED 130	Tennis-Beginning
PED 143	Volleyball-Beginning
PED 148	Softball
PED 152	Swimming-Beginning 1
PED 166	Sailing-Beginning 1
PED 167	Sailing-Intermediate 1
PHI 230	Introduction to Logic
POL 130	State and Local Government 3
SOC 230	Race and Ethnic Relations 3

**Total Semester Hours of Other Required Hours..... 20-21** 

Total Requirement in Semester Hours ...... 64-65

Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

Recommended Courses: MAT 171 and MAT 151.

### Social Work

This program of study is designed for students who plan to pursue a Bachelor of Arts Degree in Social Work. Students who successfully complete this program and who meet admissions requirements at the receiving institution will be eligible to transfer to UNC institutions and some private senior institutions in North Carolina as juniors. The following UNC institutions offer a baccalaureate degree in Social Work: ASU, ECU, NCA&T, NCCU, NCSU, UNC-C, UNC-G, UNC-P, UNC-W, and WCU.

Semester Hours Credit

GENERAL EDUCATION COR	E (44 SHC)
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6 SHC	osition	Comp	English
		111	
	and		
3	Argument-Based Research	112	ENG
3	or Literature-Based Research	1112	ENG
	or	1113	ENO
orting 3	Professional Research and Reporti	114	ENG

1. ART 111 ART 114 ART 115 ART 116 ART 117	Art Appreciation Art History Survey I Art History Survey II Survey of American Art Non-Western Art History	1.1 1.1 1.1
2. DRA 111 DRA 122 DRA 211 DRA 212	Theatre Appreciation Oral Interpretation Theatre History I Theatre History II	1.1 1.1 1.1 1.1
3. ENG 131 ENG 231 ENG 232 ENG 233 ENG 241 ENG 242 ENG 251 ENG 252 ENG 261 ENG 262	Introduction to Literature American Literature I American Literature II Major American Writers British Literature I British Literature II Western World Literature I World Literature II World Literature II World Literature I	C1 C1 C1 C1 C1 C1 C1 C1 C1
4. FRE 111 FRE 112 FRE 211 FRE 212 SPA 111 SPA 112 SPA 211 SPA 212	Elementary French I  Elementary French II  Intermediate French II  Intermediate French II  Elementary Spanish I  Elementary Spanish II  Intermediate Spanish II	( ( ( (
5 HUM 110 HUM 160	Technology and Society Introduction to Film	1.7 1.7
6. MUS 110 MUS 112 MUS 113	Music Appreciation	-
7. PHI 215 PHI 240	Philosophical Issues Introduction to Ethics	1.7 1.7
8. REL 110 REL 111 REL 112 REL 211 REL 212 REL 221	World Religions  Eastern Religions  Western Religions  Intro to Old Testament  Intro to New Testament  Religion in America	(1) (1) (1) (1)
Speech/Comm	unication 3 SHO	C
COM 110	Intro to Communication	3
COM 120	Interpersonal Communication	1.7
COM 231	Public Speaking	3
	oral Sciences	

One course mu. HIS 115 HIS 121 HIS 122 HIS 131 HIS 132	st be a history course.  Intro to Global History 3  Western Civilization I 3  Western Civilization II 3  American History I 3  American History II 3
The following of POL 120 PSY 150 SOC 210	American Government
Natural Science Select two co work, from the BIO 111 and B	tes/Mathematics
1. AST 111 AST 111A	Descriptive Astronomy
2. BIO 111 BIO 112	General Biology I
3. CHM 131 CHM 131A CHM 132 CHM 151 CHM 152	Intro to Chemistry3Intro to Chemistry Lab1Organic and Biochemistry4General Chemistry I4General Chemistry II4
4. GEL 111 GEL 113 GEL 120 GEL 230	Introductory Geology4Historical Geology4Physical Geology4Environmental Geology4
5. PHY 110 PHY 110A PHY 151 PHY 152 PHY 251 PHY 252	Conceptual Physics3Conceptual Physics Lab1College Physics I4College Physics II4General Physics I4General Physics II4
Math	

Non-Introductory Math Courses		
2. CIS 110 Introduction to Computers		
MAT 151 Statistics I		
MAT 172 Precalculus Trigonometry 3		
MAT 263 Brief Calculus		
Total General Education Core 44 SHC		
OTHER REQUIRED HOURS (20-21 SHC) Other required hours should be selected from electives listed below:		
ANT 210 General Anthropology		
ECO 151 Survey of Economics		
ECO 251 Prin of Microeconomics		
ECO 252 Prin of Macroeconomics		
HIS 122 Western Civilization II		
HIS 132 American History II		
PSY 241 Developmental Psychology 3		
PSY 281 Abnormal Psychology		
SPA 111 Elementary Spanish I		
SPA 112 Elementary Spanish II		
* *		
Total Semester Hours of Other Required Hours 20-21		
Total Requirement in Semester Hours 64-65		
Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.		
Recommended Courses: BIO 111 and BIO 112; MAT 151 or CIS 110.		
<b>Sociology</b> This program of study is designed for students who plan to		
Sociology  This program of study is designed for students who plan to pursue a Bachelor of Arts Degree in Sociology. Students who		
Sociology  This program of study is designed for students who plan to pursue a Bachelor of Arts Degree in Sociology. Students who successfully complete this program and who meet admissions		
Sociology  This program of study is designed for students who plan to pursue a Bachelor of Arts Degree in Sociology. Students who successfully complete this program and who meet admissions requirements at the receiving institution, will be eligible to		
Sociology  This program of study is designed for students who plan to pursue a Bachelor of Arts Degree in Sociology. Students who successfully complete this program and who meet admissions		
Sociology  This program of study is designed for students who plan to pursue a Bachelor of Arts Degree in Sociology. Students who successfully complete this program and who meet admissions requirements at the receiving institution, will be eligible to transfer to UNC institutions and some private senior institutions in North Carolina as juniors. The following UNC institutions offer a baccalaureate degree in Sociology: ASU,		
Sociology  This program of study is designed for students who plan to pursue a Bachelor of Arts Degree in Sociology. Students who successfully complete this program and who meet admissions requirements at the receiving institution, will be eligible to transfer to UNC institutions and some private senior institutions in North Carolina as juniors. The following UNC institutions offer a baccalaureate degree in Sociology: ASU, ECU, ECSU, FSU, NCA&T, NCCU, NCSU, UNC-A, UNC-		
Sociology  This program of study is designed for students who plan to pursue a Bachelor of Arts Degree in Sociology. Students who successfully complete this program and who meet admissions requirements at the receiving institution, will be eligible to transfer to UNC institutions and some private senior institutions in North Carolina as juniors. The following UNC institutions offer a baccalaureate degree in Sociology: ASU,		

GENERAL EDUCATION CORE (44 SHC)		
	osition 6 SHC ecommended course.	
ENG 111	Expository Writing 3 and	
ENG 112	Argument-Based Research 3 or	
ENG 113	Literature-Based Research 3 or	
ENG 114	Professional Research and Reporting 3	

### **ACADEMIC PROGRAMS**

Humanities/Fine Arts		
be	a literature	course.
1.	ART 111 ART 114 ART 115 ART 116 ART 117	Art Appreciation3Art History Survey I3Art History Survey II3Survey of American Art3Non-Western Art History3
2.	DRA 111 DRA 122 DRA 211 DRA 212	Theatre Appreciation3Oral Interpretation3Theatre History I3Theatre History II3
3.	ENG 131 ENG 231 ENG 232 ENG 233 ENG 241 ENG 242 ENG 251 ENG 252 ENG 261 ENG 262	Introduction to Literature3American Literature I3American Literature II3Major American Writers3British Literature I3Western World Literature I3Western World Literature II3World Literature I3World Literature I3
4.	FRE 111 FRE 112 FRE 211 FRE 212 SPA 111 SPA 112 SPA 211 SPA 212	Elementary French I3Elementary French II3Intermediate French I3Intermediate French II3Elementary Spanish I3Elementary Spanish II3Intermediate Spanish I3Intermediate Spanish II3Intermediate Spanish II3
5.	HUM 110 HUM 160	Technology and Society
6.	MUS 110 MUS 112 MUS 113	Music Appreciation3Introduction to Jazz3American Music3
7.	PHI 215 PHI 240	Philosophical Issues
8.	REL 110 REL 111 REL 112 REL 211 REL 212 REL 221	World Religions3Eastern Religions3Western Religions3Intro to Old Testament3Intro to New Testament3Religion in America3
Sp	eech/Comm COM 110	Intro to Communication
	COM 120	or Interpersonal Communication
	COM 231	Public Speaking

		oral Sciences
	One course must HIS 115 HIS 121 HIS 122 HIS 131 HIS 132	st be a history course.  Intro to Global History 3  Western Civilization I 3  Western Civilization II 3  American History I 3  American History I 3
	The following c SOC 210	rourse is required: Introduction to Sociology
	One of the follo SOC 213 SOC 220 SOC 240	wing courses is required:  Sociology of the Family
		m the following discipline areas is required: economics, political science, and psychology.
	1. ANT 210	General Anthropology
	2. ECO 151 ECO 251 ECO 252	Survey of Economics3Prin of Microeconomics3Prin of Macroeconomics3
	3. POL 120 POL 210 POL 220	American Government3Comparative Government3International Relations3
	4. PSY 150 PSY 241 PSY 281	General Psychology3Developmental Psychology3Abnormal Psychology3
Natural Sciences/Mathematics		
	1. AST 111 AST 111A	Descriptive Astronomy
	2. BIO 111 BIO 112	General Biology I
	3. CHM 131 CHM 131A CHM 132 CHM 151 CHM 152	Intro to Chemistry
	4. GEL 111 GEL 113 GEL 120 GEL 230	Introductory Geology4Historical Geology4Physical Geology4Environmental Geology4

5. PHY 110	Conceptual Physics
PHY 110A	Conceptual Physics Lab 1
PHY 151	College Physics I
PHY 152	College Physics II
PHY 251	General Physics I 4
PHY 252	General Physics II
	6 SHC
	re required. Select at least one course in
	ath. Students will not receive credit for both
	MAT 171 because these courses are similar in ts may not enroll in MAT 161, 171, or 172 after
	T 175. Reminder: MAT 140, 151, 161, 171,
	33 have mandatory labs: these labs are electives
	in the Other Required Hours section of this
	Γ 151 is recommended to satisfy the second
math requireme	
Introductory M	
1. MAT 140 MAT 161	Survey of Mathematics
MAT 161 MAT 171	Precalculus Algebra
MAT 171	Precalculus
111111111	Trocalcatas
Non-Introducto	ry Math Courses
2. CIS 110	Introduction to Computers 3
MAT 151	Statistics I
MAT 172	Precalculus Trigonometry
MAT 263	Brief Calculus 3
Total General	Education Core 44 SHC
OTHER REQU	UIRED HOURS (20-21 SHC)
OTHER REQUIRED	UIRED HOURS (20-21 SHC) hours may be selected from the remaining
OTHER REQUIRED	UIRED HOURS (20-21 SHC)
OTHER REQUIRED	UIRED HOURS (20-21 SHC) hours may be selected from the remaining on core or the following list of electives:
OTHER REQUESTION OTHER REQUESTION OF THE PROPERTY OF THE PROPE	UIRED HOURS (20-21 SHC) hours may be selected from the remaining
OTHER REQUESTION OTHER REQUESTION OF THE PROPERTY OF THE PROPE	UIRED HOURS
OTHER REQU Other required general education ACC 120 ACC 121 ART 121 ART 122	DIRED HOURS
OTHER REQU Other required general education ACC 120 ACC 121 ART 121 ART 122 ART 131	bours may be selected from the remaining on core or the following list of electives:  Prin of Accounting I 4 Prin of Accounting II 4 Design I 3 Design II 3 Drawing I 3
OTHER REQU Other required general education ACC 120 ACC 121 ART 121 ART 122 ART 131 ART 132	DIRED HOURS
OTHER REQU Other required general education ACC 120 ACC 121 ART 121 ART 122 ART 131 ART 132 ART 171	DIRED HOURS
OTHER REQU Other required general education ACC 120 ACC 121 ART 121 ART 122 ART 131 ART 132 ART 171 ART 240	DIRED HOURS
OTHER REQU Other required general education ACC 120 ACC 121 ART 121 ART 122 ART 131 ART 132 ART 171 ART 240 ART 261	DIRED HOURS
OTHER REQUESTION Other required general education  ACC 120 ACC 121 ART 121 ART 122 ART 131 ART 132 ART 131 ART 132 ART 171 ART 240 ART 261 ART 283	Direction of Accounting I
OTHER REQU Other required general education ACC 120 ACC 121 ART 121 ART 122 ART 131 ART 132 ART 171 ART 240 ART 261	UIRED HOURS       (20-21 SHC)         hours may be selected from the remaining on core or the following list of electives:         Prin of Accounting I       4         Prin of Accounting II       4         Design I       3         Design II       3         Drawing I       3         Computer Art       3         Painting I       3         Photography I       3         Ceramics I       3         Anatomy and Physiology I       4
OTHER REQU Other required general education ACC 120 ACC 121 ART 121 ART 122 ART 131 ART 132 ART 171 ART 240 ART 261 ART 283 BIO 168	Direction of Accounting I
OTHER REQUIRED Other required general education and acc 120 ACC 121 ART 121 ART 122 ART 131 ART 132 ART 171 ART 240 ART 261 ART 283 BIO 168 BIO 169 BIO 175 BUS 115	DIRED HOURS
OTHER REQUIRED Other required general education and acc 120 ACC 121 ART 121 ART 122 ART 131 ART 132 ART 171 ART 240 ART 261 ART 283 BIO 168 BIO 169 BIO 175 BUS 115 CIS 115	bours may be selected from the remaining on core or the following list of electives:  Prin of Accounting I
OTHER REQUESTION OTHER REQUESTION OF The required general education of the required general education of the required and set	hours may be selected from the remaining on core or the following list of electives:  Prin of Accounting I 4 Prin of Accounting II 4 Design I 3 Design II 3 Drawing I 3 Drawing I 3 Drawing I 3 Computer Art 3 Painting I 3 Photography I 3 Ceramics I 3 Anatomy and Physiology I 4 Anatomy and Physiology I 4 General Microbiology 3 Business Law I 3 Intro to Programming and Logic 3 Intro to Criminal Justice 3
OTHER REQUIRED Other required general education and acc 120 ACC 121 ART 121 ART 122 ART 131 ART 132 ART 171 ART 240 ART 261 ART 283 BIO 168 BIO 169 BIO 175 BUS 115 CIS 115 CJC 111 CJC 121	hours may be selected from the remaining on core or the following list of electives:  Prin of Accounting I 4 Prin of Accounting II 4 Design I 3 Design II 3 Drawing I 3 Drawing I 3 Computer Art 3 Painting I 3 Photography I 3 Ceramics I 3 Anatomy and Physiology I 4 Anatomy and Physiology I 4 General Microbiology 3 Business Law I 3 Intro to Programming and Logic 3 Intro to Criminal Justice 3 Law Enforcement Operations 3
OTHER REQUESTION OTHER REQUESTION OF The Property of the Prope	DURED HOURS
OTHER REQU Other required general education ACC 120 ACC 121 ART 121 ART 122 ART 131 ART 132 ART 171 ART 240 ART 261 ART 283 BIO 168 BIO 169 BIO 175 BUS 115 CIS 115 CJC 111 CJC 121 CJC 141 DRA 170	DURED HOURS
OTHER REQUESTION OF THE REQUES	hours may be selected from the remaining on core or the following list of electives:  Prin of Accounting I 4 Prin of Accounting II 4 Design I 3 Design II 3 Drawing I 3 Drawing I 3 Computer Art 3 Painting I 3 Photography I 3 Ceramics I 3 Anatomy and Physiology I 4 Anatomy and Physiology II 4 General Microbiology 3 Intro to Programming and Logic 3 Intro to Criminal Justice 3 Law Enforcement Operations 3 Play Production I 3 Play Production II 3 Pirin of Accounting I 4 Prin of Accounting I 3 Play Production I 3 Play Production I 3 Play Production I 3
OTHER REQU Other required general education ACC 120 ACC 121 ART 121 ART 122 ART 131 ART 132 ART 171 ART 240 ART 261 ART 283 BIO 168 BIO 169 BIO 175 BUS 115 CIS 115 CJC 111 CJC 121 CJC 141 DRA 170	DURED HOURS

ENG 273	African-American Literature 3
ENG 274	Literature by Women 3
HIS 221	African-American History 3
MAT 140A	Survey of Mathematics Lab 1
MAT 151A	Statistics I Lab 1
MAT 161A	College Algebra Lab 1
MAT 171A	Precalculus Algebra Lab 1
MAT 172A	Precalculus Trig Lab 1
MAT 175A	Precalculus Lab 1
MAT 263A	Brief Calculcus Lab 1
MAT 271	Calculus I 4
MAT 272	Calculus II 4
MAT 273	Calculus III 4
MAT 280	Linear Algebra 3
MAT 285	Differential Equations
PED 110	Fit and Well for Life2
PED 113	Aerobics I 1
PED 115	Step Aerobics I
PED 122	Yoga I 1
PED 125	Self-Defense—Beginning 1
PED 130	Tennis-Beginning
PED 143	Volleyball-Beginning 1
PED 148	Softball 1
PED 152	Swimming - Beginning 1
PED 166	Sailing - Beginning 1
PED 167	Sailing - Intermediate 1
PHI 230	Introduction to Logic
POL 130	State and Local Government 3
SOC 230	Race and Ethnic Relations 3
Total Comester	House of Other Possined Hours 20.21
Total Semester	r Hours of Other Required Hours 20-21

Total Requirement in Semester Hours ...... 64-65

Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

#### Recommended Courses: ENG 112 and MAT 151.



# Speech/Communication

This program of study is designed for students who plan to pursue a Bachelor of Arts Degree in Speech/Communication. Students who successfully complete this program and who meet admissions requirements at the receiving institution, will be eligible to transfer to UNC institutions and some private senior institutions in North Carolina as juniors. The following UNC institutions offer a baccalaureate degree in Speech/Communication: ASU, ECU, NCSU, UNC-C, and UNC-G.

GENERAL EDUCATION CORE

#### **Semester Hours Credit**

(44 SHC)

3. FRE 111

GENERAL EDUCATION CORE (44 SHC)		
English Comp	oosition 6 SHC	
ENG 111	Expository Writing	
	and	
ENG 112	Argument-Based Research	
	or	
ENG 113	Literature-Based Research 3	
ENC 114	Or	
ENG 114	Professional Research and Reporting 3	
Humanities/F	ine Arts 12 SHC	
	rom at least <b>three</b> discipline areas are required.	
Tour courses i	ioni acroust im oo asserprine areas are required.	
One course mu	ust be a literature course.	
ENG 131	Introduction to Literature 3	
ENG 231	American Literature I	
ENG 232	American Literature II	
ENG 233	Major American Writers 3	
ENG 241	British Literature I	
ENG 242	British Literature II	
ENG 251	Western World Literature I	
ENG 252	Western World Literature II	
ENG 261	World Literature I	
ENG 262	World Literature II	
The following	course is required to substitute for 3 SHC in	
Humanities/Fi		

Art Appreciation ...... 3

Art History Survey I...... 3

Two additional courses from the following discipline areas are required: art, drama, foreign languages, interdisciplinary humanities, music, philosophy, and religion. DRA 122 and

**HUM 160** are recommended.

1. ART 111

**ART 114** 

**ART 115** 

ART 116 ART 117

2. DRA 111

**DRA 122** 

**DRA 211** 

**DRA 212** 

SPA 111 SPA 112 SPA 211 SPA 212	Elementary French II3Intermediate French I3Intermediate French II3Elementary Spanish I3Elementary Spanish II3Intermediate Spanish I3Intermediate Spanish II3
4. HUM 110 HUM 160	Technology and Society
5. MUS 110 MUS 112 MUS 113	Music Appreciation3Introduction to Jazz3American Music3
6. PHI 215 PHI 240	Philosophical Issues
7. REL 110 REL 111 REL 112 REL 211 REL 212 REL 221	World Religions3Eastern Religions3Western Religions3Intro to Old Testament3Intro to New Testament3Religion in America3
Select <b>four</b> co anthropology ogy, and soci	toral Sciences
required.	
	General Anthropology 3
required.	General Anthropology
required.  1. ANT 210  2. ECO 151     ECO 251	Survey of Economics
required.  1. ANT 210  2. ECO 151     ECO 251     ECO 252  3. HIS 115     HIS 121     HIS 122     HIS 131	Survey of Economics3Prin of Microeconomics3Prin of Macroeconomics3Intro to Global History3Western Civilization I3Western Civilization II3American History I3
required.  1. ANT 210  2. ECO 151     ECO 251     ECO 252  3. HIS 115     HIS 121     HIS 122     HIS 131     HIS 132  4. POL 120     POL 210	Survey of Economics 3 Prin of Microeconomics 3 Prin of Macroeconomics 3 Intro to Global History 3 Western Civilization I 3 Western Civilization II 3 American History I 3 American History II 3 American Government 3 Comparative Government 3

Natural Science	es/Mathematics	Fourteen (14) general educati recommended.	hours may be selected from the remaining ion core or the electives below. MAT 151 is
			Dain of Assessment T
	ical and/or physical science disciplines.	ACC 120	Prin of Accounting I
AS1 111, CHIV	1 131, and PHY 110 have mandatory labs.	ACC 121	Prin of Accounting II
		ART 121	Design I
1. AST 111	Descriptive Astronomy 3	ART 122	Design II
AST 111A	Descriptive Astronomy 1	ART 131	Drawing I
		ART 132	Drawing II
2. BIO 111	General Biology I 4	ART 171	Computer Art 3
BIO 112	General Biology II 4	ART 240	Painting I
	•	ART 261	Photography I
3. CHM 131	Intro to Chemistry 3	ART 283	Ceramics I
CHM 131A	Intro to Chemistry Lab 1	BIO 168	Anatomy and Physiology I 4
CHM 132	Organic and Biochemistry 4	BIO 169	Anatomy and Physiology II 4
CHM 151	General Chemistry I	BIO 175	General Microbiology
CHM 151	General Chemistry II	BUS 115	Business Law I
CHWI 152	General Chemistry II 4		
4 OFF 111	T	CIS 115	Intro to Programming and Logic
4. GEL 111	Introductory Geology	CJC 111	Intro to Criminal Justice
GEL 113	Historical Geology 4	CJC 121	Law Enforcement Operations
GEL 120	Physical Geology 4	CJC 141	Corrections
GEL 230	Environmental Geology 4	DRA 170	Play Production I
		DRA 171	Play Production II
5. PHY 110	Conceptual Physics	EDU 116	Introduction to Education 4
PHY 110A	Conceptual Physics Lab 1	ENG 125	Creative Writing I
PHY 151	College Physics I	ENG 126	Creative Writing II
PHY 152	College Physics II	ENG 273	African-American Literature
PHY 251	General Physics I	ENG 274	Literature by Women
PHY 252	General Physics II	HIS 221	African-American History
1111 232	General Physics II4		
M 41-	6 SHC		Survey of Mathematics Lab
			Statistics I Lab
	re required. Select at least one course in		College Algebra Lab
	thematics. Students will not receive credit for		Precalculus Algebra Lab 1
	and MAT 171 because the courses are similar		Precalculus Trig Lab 1
	lents may not enroll in MAT 161, 171, or 172		Precalculus Lab
after completing	g MAT 175. Reminder: MAT 140, 151, 161,	MAT 263A	Brief Calculus Lab 1
171, 172, 175,	and 263 have mandatory labs; these labs are	MAT 271	Calculus I 4
electives and are	e listed in the Other Required Hours section of	MAT 272	Calculus II 4
	<b>IS 110</b> is recommended to satisfy the second	MAT 273	Calculus III 4
math requireme		MAT 280	Linear Algebra
		MAT 285	Differential Equations
Introductory Me	ath Courses	PED 110	Fit and Well for Life
1. MAT 140	Survey of Mathematics	PED 113	Aerobics I
MAT 161		PED 115	
	College Algebra		Step Aerobics I
MAT 171	Precalculus Algebra	PED 122	Yoga I
MAT 175	Precalculus	PED 125	Self-Defense—Beginning 1
		PED 130	Tennis-Beginning 1
	ry Math Courses	PED 143	Volleyball-Beginning 1
2. CIS 110	Introduction to Computers 3	PED 148	Softball 1
MAT 151	Statistics I 3	PED 152	Swimming-Beginning 1
MAT 172	Precalculus Trigonometry 3	PED 166	Sailing-Beginning 1
MAT 263	Brief Calculus	PED 167	Sailing- Intermediate 1
		PHI 230	Introduction to Logic
Total General	Education Core 44 SHC	POL 130	State and Local Government 3
- III O III III		SOC 230	Race and Ethnic Relations
OTHER REOL	UIRED HOURS (20-21 SHC)	500 250	
	ourses are required (6 SHC):	Total Semester	r Hours of Other Required Hours 20-21
COM 120	Interpersonal Communication	Total Schiester	a region of other negative mountains mount
COM 120 COM 231	Public Speaking	Total Paguiros	ment in Semester Hours 64-65
CON 251	1 done opeaking	I otal Kequilei	ment in beinester riburs

Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

Recommended Courses: ANT 210, CIS 110, DRA 122, HUM 160, MAT 151, and SOC 210.

# **ASSOCIATE IN SCIENCE PRE-MAJOR Mathematics**

This program is designed for students who plan to pursue a Bachelor of Science Degree in Mathematics. Students who successfully complete this program and meet admissions requirements at the receiving institution, will be eligible to transfer to UNC institutions and some private senior institutions in North Carolina as juniors. The following UNC institutions offer a baccalaureate degree in Mathematics: ASU, ECU, ECSU, FSU, NCA&T, NCCU, NCSU, UNC-A, UNC-CH, UNC-C, UNC-G, UNC-P, UNC-W, WCU, and WSSU.

	Semester Hours Credit
GENERAL E	DUCATION CORE (46 SHC)
English Comp	oosition 6 SHC
ENG 111	Expository Writing
ENG 112	Argument-Based Research 3 or
ENG 113	Literature-Based Research 3 or
ENG 114	Professional Research and Reporting 3
Humanities/F	ine Arts 9 SHC
Select three co	ourses from at least two of the following areas:
art, drama, for	reign languages, interdisciplinary humanities,
literature, musi	ic, philosophy, and religion. One course must
be a literature	e course.

1.	ARIIII	Art Appreciation	3
	ART 114	Art History Survey I	3
	ART 115	Art History Survey II	3
	ART 116	Survey of American Art	
	ART 117	Non-Western Art History	3
2.	DRA 111	Theatre Appreciation	3
		* * .	-
	DRA 122	Oral Interpretation	3
	DRA 122 DRA 211	Oral Interpretation	
			3

3.	ENG 131 ENG 231 ENG 232 ENG 233 ENG 241 ENG 242 ENG 251 ENG 252 ENG 261 ENG 262	Introduction to Literature American Literature I American Literature II Major American Writers British Literature I British Literature II Western World Literature I World Literature II World Literature I World Literature I
4.	FRE 111 FRE 112 FRE 211 FRE 212 SPA 111 SPA 112 SPA 211 SPA 212	Elementary French I  Elementary French II  Intermediate French II  Intermediate French II  Elementary Spanish I  Elementary Spanish II  Intermediate Spanish I  Intermediate Spanish II
5.	HUM 110 HUM 160	Technology and Society
6.	MUS 110 MUS 112 MUS 113	Music Appreciation
7.	PHI 215 PHI 240	Philosophical Issues
8.	REL 110 REL 111 REL 112 REL 211 REL 212 REL 221	World Religions Eastern Religions Western Religions Intro to Old Testament Intro to New Testament Religion in America
Sp	oeech/Comm COM 110	unication
	COM 120	or Interpersonal Communication
	COM 231	or Public Speaking
Sean	elect <b>four</b> count thropology, e	ral Sciences
1.	ANT 210	General Anthropology
2.	ECO 151 ECO 251 ECO 252	Survey of Economics
3.	HIS 115 HIS 121 HIS 122 HIS 131	Intro to Global History  Western Civilization I  Western Civilization II  American History I

4. POL 1 POL 2 POL 2	Comparative Government 3
5. PSY 1. PSY 2. PSY 2.	Developmental Psychology 3
6. SOC 2 SOC 2 SOC 2 SOC 2	Sociology of the Family
Natural S The follow PHY 2	Sciences/Mathematics       16 SHC         ciences       8 SHC         ving physics sequence is required:       51 General Physics I       4         52 General Physics II       4
The follow MAT 175 MAT 1	wing mathematics courses are required (Reminder - has a mandatory lab, MAT 175A.): 75 Precalculus
The follow MAT 2	REQUIRED HOURS
One of the MAT 2 MAT 2	
education tory lab, A	additional hours may be selected from the general core or the electives below. AST 111 has a manda-AST 111A.  20 Prin of Accounting I
ACC 1	21       Prin of Accounting II       4         121       Design I       3         22       Design II       3         31       Drawing I       3         32       Drawing II       3         71       Computer Art       3         40       Painting I       3         61       Photography I       3         83       Ceramics I       3         11       Descriptive Astronomy       3         11A       Descriptive Astronomy Lab       1         11       General Biology I       4
BIO 16 BIO 16 BIO 17 BUS 1 CHM	Anatomy and Physiology I

CIS 110	Intro to Computers	3
CIS 115	Intro to Programming and Logic	3
DRA 170	Play Production I	3
DRA 171	Play Production II	3
GEL 111	Introductory Geology	4
GEL 113	Historical Geology	4
GEL 120	Physical Geology	4
GEL 230	Environmental Geology	
HIS 221	African-American History	
MAT 175A	Precalculus Lab	
PED 110	Fit and Well for Life	2
PED 113	Aerobics I	
PED 115	Step Aerobics I	
PED 122	Yoga I	
PED 125	Self-Defense—Beginning	1
PED 130	Tennis-Beginning	1
PED 143	Volleyball-Beginning	
PED 148	Softball	
PED 152	Swimming - Beginning	1
PED 166	Sailing - Beginning	
PED 167	Sailing - Intermediate	1
PHI 230	Introduction to Logic	
POL 130	State & Local Government	
SOC 230	Race and Ethnic Relations	3
	TT 001 D 1 1TT 10	

**Total Semester Hours of Other Required Hours..... 18-19** 

### Total Requirement in Semester Hours ...... 64-65

Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.



# ASSOCIATE IN APPLIED SCIENCE

### Accounting

The Accounting curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting profession. Using the "language of business," accountants assemble and analyze, process, and communicate essential information about financial operations.

In addition to course work in accounting principles, theories, and practice, students will study business law, finance, management, and economics. Related skills are developed through the study of communications, computer applications, financial analysis, critical thinking skills, and ethics.

Graduates should qualify for entry-level accounting positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies. With work experience and additional education, an individual may advance in the accounting profession.

#### **Semester Hour Credits**

I. General	Education Courses	
ENG 111	Expository Writing	3
ENG 114	Professional Research & Reporting	3
MAT 115 c	or higher or 3 SHC Natural Science	3
Social/Beha	avioral Science Elective/Fine Arts Elective	3
Humanities	/Fine Arts Elective	3
	\ /	
II. Major	Courses	
ACC 120	Principles of Accounting I.	4
ACC 121	Principles of Accounting I	4
ACC 131	Federal Income Taxes	3
ACC 150	Computerized General Ledger	2
ACC 220	Intermediate Accounting I	4
ACC 221	Intermediate Accounting II	4
ACC 225	Cost Accounting	3
ACC 269	Auditing	
BUS 115	Business Law	3
BUS 121	Business Math	3
BUS 137	Principles of Management	
BUS 225	Business Finance	3
BUS 240	Business Ethics	3
CIS 111	Basic PC Literacy	
CIS 120	Spreadsheet I	
CIS 152	Database Concepts and Applications	
ECO 151	Survey of Economics	3



## Students are required to take at least 3 SHC from among the following:

-BUS 239	Business Applications Seminar	2
BUS 280	R.E.A.L. Small Business	4
-COE 111	Co-op Experience I	1
-COE 121	Co-op Experience II	1
-COE 131	Co-op Experience III	1
OST 136	Word Processing	2
-BUS 125	Personal Finance	3
MKT 223	Customer Service	3
MKTI	28	
	lits 7	71

FALL SEMESTER I	FALL SEMESTER II
ACC 120	ACC 131
BUS 115	ACC 150
BUS 121	ACC 220
CIS 111	BUS 225
ENG 111	ECO 151
	Social/Behav. Science Elect

SPRING SEMESTER I	SPRING SEMESTER II
ACC 121	ACC 221
CIS 152	ACC 225
ENG 114	ACC 269
MAT 115 or higher	BUS 137
Humanities/Fine Arts Elect.	BUS 240
	CIS 120
	Rusiness Elective

# Architectural Technology

L. General Education Courses

The Architectural Technology curriculum prepares individuals with knowledge and skills that can lead to employment in the field of architecture or one of the associated professions.

Students receive instruction in construction document preparation, materials and methods, environmental and structural systems, building codes and specifications, and computer applications as well as complete a design project. Optional courses may be provided to suit specific career needs.

Upon completion, graduates have career opportunities within the architectural, engineering, and construction professions as well as positions in industry and government. At participating universities, graduates may continue their education toward a bachelor's degree in related fields.

#### **Semester Hour Credits**

	11 0 011101 011		
	Social/Beha	avioral Science Elective	3
	COM 110	Intro to Communication	3
	ENG 111	Expository Writing	3
	Humanities	/Fine Arts Elective	3
	MAT 121	Algebra/Trigonometry I	3
	II. Major	Courses	
-	ARC 111	Introduction to Architectural Technology	3
	ARC 112	Construction Materials and Methods	4
	ARC 113	Residential Architectural Technology	3
-	ARC 114	Architectural CAD	
_	ARC 114A	Architectural CAD Lab	1
	ARC 131	Building Codes	3
	ARC 211	Light Construction Technology	3
-	ARC 213	Design Project	
	ARC 220	Advanced Architect CAD	
	ARC 221	Architectural 3-D CAD	3
	ARC 230	Environmental Systems	4
	ARC 231	Architectural Presentations	
	ARC 235	Architectural Portfolio	3
-	ARC 241	Contract Administration	2
	ARC 250	Survey of Architecture	3
~	ARC 264	Digital Architecture	
	CIS 111	Basic PC Literacy	
	MAT 122	Algebra/Trigonometry II	
	PHY 131	Physics/Mechanics	
	<b>Total Cred</b>	its 7	0

FALL SEMESTER I	FALL SEMESTER II
ARC 111	ARC 211
ARC 112	ARC 221
CIS 111	ARC 231
ENG 111	Social/Behav. Science Elect
MAT 121	PHY 131
SPRING SEMESTER I	SPRING SEMESTER II
SPRING SEMESTER I ARC 113	SPRING SEMESTER II ARC 213
ARC 113	ARC 213
ARC 113 ARC 114	ARC 213 ARC 235
ARC 113 ARC 114 ARC 114A	ARC 213 ARC 235 ARC 241
ARC 113 ARC 114 ARC 114A ARC 131	ARC 213 ARC 235 ARC 241 ARC 250

### SUMMER SEMESTER I

ARC 220 ARC 230

# Associate Degree Nursing

The Associate Degree Nursing (integrated) curriculum provides individuals with the knowledge and skills necessary to provide nursing care to clients and groups of clients throughout the lifespan in a variety of settings.

Courses will include content related to the nurse's role as provider of nursing care, as manager of care, as member of the discipline of nursing, and as a member of the interdisciplinary team.

Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN) which is required for practice as a Registered Nurse. Employment opportunities include hospitals, long term care facilities, clinics, physician's offices, industry, and community agencies.

#### **Semester Hour Credits**

I. General	Education Courses	
BIO 168	Anatomy & Physiology I	4
BIO 169	Anatomy & Physiology II	4
ENG 111	Expository Writing	3
ENG 114	Professional Research & Reporting	3
1	or	
ENG 112	Argument-Based Research	3
Humanities	s/Fine Arts Elective	3
PSY 150	General Psychology	3
II. Major		
BIO 175	General Microbiology	3
NUR 110	Nursing I	
NUR 120	Nursing II	
NUR 130	Nursing III	7
NUR 210	Nursing IV	10
NUR 220	Nursing V	10

_				
PSY 241 Developmental Psy	ych 3			
III. Other Required Courses CIS 111 Basic PC Literacy				
*Students must achieve a "C" in order to progress semester b				
Total Credits	71			
FALL SEMESTER I BIO 168 NUR 110 PSY 150	FALL SEMESTER II BIO 175 ENG 111 NUR 210			
SPRING SEMESTER I BIO 169 NUR 120 PSY 241	SPRING SEMESTER II ENG 114 Humanities/Fine Arts Elect NUR 220			
SUMMER SEMESTER I CIS 111 NUR 130				



# Automotive Systems Technology

The Automotive Systems Technology curriculum prepares individuals for employment as Automotive Service Technicians. It provides an introduction to automotive careers and increases student awareness of the challenges associated with this fast and ever-changing field.

Classroom and lab experiences integrate technical and academic course work. Emphasis is placed on theory, servicing and operation of brakes, electrical/electronic systems, engine performance, steering/suspension, automatic transmission/transaxles, engine repair, climate control, and manual drive trains.

Upon completion of this curriculum, students should be prepared to take the ASE exam and be ready for full-time employment in dealerships and repair shops in the automotive service industry.

Semester Hour Credit	S
I. General Education Courses	
ENG 111 Expository Writing	3
ENG 115 Oral Communications	3
Humanities/Fine Art Elective	
MAT 120 Geometry and Trigonometry	
Social/Behavioral Science Elective	3
II. Major Courses	
AUT 111 Basic Auto Technology	2
AUT 115 Engine Fundamentals	
AUT 116 Engine Repair	2
AUT 141 Suspension & Steering Systems	4
AUT 151 Brake Systems	3
AUT 152 Brake Systems Lab	1
AUT 161 Electrical Systems	4
AUT 164 Automotive Electronics	
AUT 171 Heating and Air Conditioning	
AUT 181 Engine Performance-Electrical	
AUT 183 Engine Performance-Fuels	3
AUT 184 Engine Performance-Fuels Lab	1
AUT 221 Automatic Transmissions	4
-AUT 222 Advanced Auto Drive Trains	
AUT 231 Manual Drive Trains/Axles	
AUT 241 Advanced Chassis/Suspension	
AUT 271 Advanced Heating & Air Conditioning	3
AUT 281 Advanced Engine Performance	
AUT 282 Engine Electrical Management	
CIS 111 Basic PC Literacy	2
Total Credits:	5

FALL SEMESTER I AUT 111 AUT 115 AUT 151 AUT 161 ENG 115	FALL SEMESTER II AUT 221 AUT 222 AUT 241 AUT 281 MAT 120
SPRING SEMESTER I AUT 116 AUT 141 AUT 152 AUT 164 AUT 171 CIS 111	SPRING SEMESTER II AUT 231 AUT 271 AUT 282 ENG 111 Social/Behav. Science Elect

# **Business Administration**

SUMMER SEMESTER I

Humanities/Fine Art Elect

L. General Education Courses

AUT 181 AUT 183 AUT 184

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy.

Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making.

Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

#### **Semester Hour Credits**

	Social/Beh	avioral Science Elective
Min.	ENG 111	Expository Writing
	ENG 114	Expository Writing
÷		s/Fine Arts Elective
	MAT 115	or higher or 3 SHC Natural Science
	II. Major	Courses
Act	ACC 120	Principles of Accounting I 4
	ACC 121	Principles of Accounting II
	ACC 131	Federal Income Taxes
	ACC 150	Computerized General Ledger 2
	ACC 225	Cost Accounting 3
	BUS 115	Business Law
	BUS 121	Business Math



BUS 137	Principles of Management	3
BUS 225	Business Finance	3
BUS 239	Business Applications Seminar	2
-CIS 111	Basic PC Literacy	
CIS 120	Spreadsheet I	
CIS 152	Database Concepts and Applications	
-ECO 151	Survey of Economics	
←MKT 120	Principles of Marketing	
OST 131	Keyboarding	
OST 136	Word Processing	

## Students are required to take at least 3 SHC from among the following:

ACC 220	Intermediate Accounting I	4
BUS 125	Personal Finance	3
BUS 217	Employment Law and Regs	3
BUS 230	Small Business Management	3
BUS 240	Business Ethics	3
BUS 280	R.E.A.L. Small Business	4
COE 111	Co-op Work Experience I	1
	Co-op Work Experience II	
	Co-op Work Experience III	
	Intro to Communication	
	Customer Service	

Total	Credits	 (
	OI CURE	

FALL SEMESTER I	FALL SEMESTER II
ACC 120	ACC 131
BUS 115	ACC 150
BUS 121	BUS 225
CIS 111	ECO 151
ENG 111	MKT 120
OST 131	

SPRING SEMESTER I	SPRING SEMESTER II
Social/Behavl Science Elect	ACC 225
ACC 121	BUS 137
CIS 152	BUS 239
ENG 114	CIS 120
ENG 114	CIS 120
MAT 115 or higher	Business Elective
OST 136	Humanities/Fine Arts Elect

# Chemical Technology

The Chemical Technology curriculum prepares individuals for work as analytical technicians in chemical laboratories associated with chemical production, environmental concerns, pharmaceuticals, or general analysis.

Course work includes general chemistry, organic chemistry, introductory chemical engineering, qualitative analysis, and quantitative analysis, including such instrumental techniques as spectroscopy (UV-Vis, IR, AA) and chromatography (GC, LC). Students also utilize computerized data collection, reduction, and graphic presentation.

Graduates should qualify as entry-level chemical laboratory technicians. Their duties may include chemical solution preparation, raw material, product, or environmental sampling, and/or sample testing via wet chemistry or instrumental techniques.

All Chemical Technology students must complete American Red Cross certification or equivalent in First Aid and Cardio-Pulmonary Resuscitation (C.P.R.) for graduation.

I. General Education Courses

#### **Semester Hour Credits**

ENG 111	Expository Writing	3
COM 110	Introduction to Communication	
Humanities	/Fine Arts Elective	3
MAT 121	Algebra/Trigonometry I	3
MAT 122	Algebra/Trigonometry II	3
PHY 131	Physics - Mechanics	
Social/Beha	avioral Science Elective	
II. Major	Courses	
BIO 111	General Biology I	4
BIO 175	Microbiology	
CTC 111	Basic Chemistry I	
CTC 112	Basic Chemistry II	7
CTC 120	Organic Chemistry I	
CTC 140	Unit Processes	
CTC 220	Organic Chemistry II	6
CTC 230	Organic Chemistry III	
CTC 240	Industrial Analysis I	
CTC 250	Industrial Analysis II	5
Total Cred	its 7	2

### FALL SEMESTER II FALL SEMESTER II

 CTC 111
 BIO 111

 ENG 111
 CTC 220

 MAT 121
 CTC 240

 Social/Behav Science Elect

#### SPRING SEMESTER I SPRING SEMESTER II

CTC 112 BIO 175
CTC 120 CTC 230
COM 110 CTC 250
MAT 122 Humanities/Fine Arts Elect

#### SUMMER SEMESTER I

CTC 140 PHY 131



# Computer Engineering Technology

The Computer Engineering Technology curriculum provides the skills required to install, service, and maintain computers, peripherals, networks, and microprocessor and computer controlled equipment. It includes training in both hardware and software, emphasizing operating systems concepts to provide a unified view of computer systems.

Course work includes mathematics, physics, electronics, digital circuits and programming, with emphasis on the operation, use, and interfacing of memory and devices to the CPU. Additional topics may include communications, networks, operating systems, programming languages, Internet configuration and design, and industrial applications.

Graduates should qualify for employment opportunities in electronics technology, computer service, computer networks, server maintenance, programming, and other areas requiring a knowledge of electronic and computer systems. Graduates may also qualify for certification in electronics, computers, or networks.

#### **Semester Hour Credits**

I. General	<b>Education Courses</b>	
COM 110	Intro to Communications	3
ENG 111	Expository Writing	3
HUM 110	Technology and Society	3
MAT 121	Algebra/Trigonometry I	
PSY 118	Interpersonal Psychology	
II. Major	Courses	
CET 111	Computer Upgrade/Repair I	3
CET 211	Computer Upgrade/Repair II	
CET 245	Internet Servers	
CIS 111	Basic PC Literacy	
CIS 130	Survey of Operating Systems	
CIS 172	Intro to the Internet	
CSC 248	Advanced Internet Programming	3
CSC 133	C Programming	
CSC 148	Java Programming	
ELC 131	DC/AC Circuit Analysis	5
ELN 131	Electronic Devices	
ELN 133	Digital Electronics	4
ELN 232	Intro to Microprocessors	
ELN 237	Local Area Networks	
ELN 238	Advanced LANs	3
MAT 122	Algebra/Trigonometry II	
PHY 131	Physics - Mechanics	
Total Cred	lits:	71

FALL SEMESTER I CET 111 CIS 111 ELC 131 ENG 111 MAT 121	FALL SEMESTER II CIS 130 CSC 148 ELN 232 ELN 237 PSY 118
SPRING SEMESTER I CET 211 CIS 172 CSC 133 ELN 131 MAT 122	SPRING SEMESTER II CSC 248 COM 110 CET 245 ELN 238 HUM 110
SUMMER SEMESTER I	

# Criminal Justice

**Technology** 

**ELN 133** 

PHY 131

The Criminal Justice Technology curriculum is designed so that it may be a multi-faceted program of study. It may consist of study options in corrections, law enforcement and security services.

The curriculum is designed with a core of courses to afford one the opportunity to acquire basic knowledge, skills and attitudes in the generally accepted subject areas associated with a two-year study of correctional services, law enforcement services and security services. It includes subjects such as interpersonal communications, law, psychology and sociology.

In addition to core subjects, the correctional services option provides an opportunity to study other generally accepted subjects indigenous to a two-year correctional services program such as confinement facility administration, correctional law, counseling, probation-parole services and rehabilitation options. Similarly, the law enforcement option provides an opportunity to study other generally accepted subjects included in a two-year law enforcement services program such as criminal behavior, criminal investigation, patrol operation, traffic management, and other aspects of law enforcement administration and operations. The security services option provides an opportunity to study other generally accepted subjects related to a two-year security services program such as accident prevention and safety management, common carrier protection, fire prevention, private security, industrial security, retail security, security systems and surveillance.

Job opportunities are available with federal, state, county and municipal governments. In addition, knowledge, skills and attitudes acquires in this course of study qualify one for job opportunities with private enterprise in such areas as industrial, retail and private security.

		Semester Hour Credits
I. General	<b>Education Courses</b>	
BIO 111	General Biology I	4
COM 231		3
ENG 111	Expository Writin	ıg 3
MAT 120	Geometry/ Trigon	ometry I 3
SOC 210	Intro To Sociolog	y 3
	Fine Art Flective	3
Tramamac	, I THE THE DICCITC	······ J
II. Major	Courses	
CJC 111		inal Justice 3
CJC 111		3
CJC 112		
CJC 113		
CJC 212	Etnics & Communit	y Relations 3
CJC 221	Investigative Princip	oal 4
CJC 231	Constitutional Law.	3
III Othor	Major Courses	
CIS 111	Major Courses	2
CJC 114		
CJC 120		errogation2
CJC 121		perations 3
CJC 132		ace 3
CJC 141		3
CJC 213		3
CJC 215		n 3
CJC 222	Criminalistics	3
CJC 245	Friction Ridge Analy	ysis 3
CJC 250		2
Total Cred	lits:	70
~~~~		
	L JUSTICE TECH	
FALL SEN	AESTER I	FALL SEMESTER II
CJC 111		CJC 114
CJC 132		CJC 120
CJC 245		CJC 131
ENG 111		CJC 215
Humanities	/Fine Arts Elect	COM 231
		SOC 210
CDDING	DI MOMEDIA	CDD VIC CENTER II
	EMESTER I	SPRING SEMESTER II
BIO 111		CJC 112
CIS 111		CJC 141
CJC 213		CJC 222
CJC 121		MAT 120
CJC 231		
CHMMED	SEMESTED I	
	SEMESTER I	
CJC 113 CJC 212		
CJC 221		
CJC 250		

CRIMINAL JUSTICE TECHNOLOGY (NIGHT PROGRAM) BEGINNING FALL, 1997 AND EACH ODD NUMBER YEAR THEREAFTER.

FALL SEMESTER I	FALL SEMESTER III
ENG 111	CJC 121
CJC 111	CJC 131
SPRING SEMESTER I	SPRING SEMESTER III
CJC 132	CJC 114
CJC 245	CJC 215
SUMMER SEMESTER I	SUMMER SEMESTER III
CJC 231	CJC 120
Humanities/Fine Arts Elect	SOC 210
FALL SEMESTER II	FALL SEMESTER IV
BIO 110	CJC 112
CJC 250	COM 231
SPRING SEMESTER II	SPRING SEMESTER IV
CJC 113	CIS 111
CJC 213	MAT 120
SUMMER SEMESTER II	SUMMER SEMESTER IV
CJC 212	CJC 141
CJC 221	CJC 222

# Culinary Technology

The Culinary Technology curriculum provides specific training required to prepare students to assume positions as trained culinary professionals in a variety of food service settings including full service restaurants, hotels, resorts, clubs, catering operations, contract food service, and health care facilities.

Course offerings emphasize practical application, a strong theoretical knowledge base, and professionalism and provides the critical competencies to successfully meet industry demands. Courses also include sanitation, food/beverage service and control, baking, garde manger, American/international cuisines, food production, and hospitality supervision.

Graduates should qualify for entry-level positions such as line cook, station chef, and assistant pastry chef. American Culinary Federation certification is available to graduates. With experience, graduates may advance to positions such souschef, executive chef, or food service manager.

#### 

II. Major	Courses	
COE 111	Co-op Work Experience I	1
COE 12I	Co-op Work Experience II	1
COE 131	Co-op Work Experience III	
CUL 110	Sanitation and Safety	
CUL 110A	Sanitation and Safety Lab	
CUL 120	Purchasing	
CUL 120A	Purchasing Lab	
CUL 125	Hospitality Information Systems	
CUL 130	Menu Design	2
CUL 135	Food and Beverage Service	2
CUL 135A	Food and Beverage Service Lab	1
CUL 140	Basic Culinary Skills	5
CUL 150	Food Science	
CUL 160	Baking I	3
CUL 170	Garde Manger I	3
CUL 180	International/Regional Cuisine	
or		
CUL 250	Classical Cuisine	5
CUL 240	Advanced Culinary Skills	
HRM 220	Food and Beverage Control	
	-	



HRM 220AFood and Beverage Control Lab			
following: CUL 180		SHC from among the nal Cuisine5	
or CUL 250 CUL 210 CUL 214 CUL 220 CUL 260 CUL 270 CUL 280 HRM 225	Special Populations Wine Appreciation Food Service for Sp Baking II Garde Manger II Pastries and Confect		
Total Cred	lits	69	
FALL SEN CUL 110 CUL 110A CUL 125 CUL 135 CUL 135A CUL 140 CUL 150 CUL 170		FALL SEMESTER II COM 110 CUL 120 CUL 120A CUL 250 or CUL Elective HRM 220 HRM 220A	
COE 111 CUL 130 CUL 160 CUL 240 MAT 115 NUT 110		SPRING SEMESTER II CUL 180 or CUL Elective ENG 111 HRM 245 Humanities/Fine Arts Elect Social/Behav Science Elect	
SUMMER	SEMESTER I		

# Dental Hygiene

COE 121

**COE 131** 

The curriculum is designed to prepare male and female students as primary preventive oral health professionals licensed to practice dental hygiene. Upon successful completion of the program, graduates will be eligible to take the national board, regional and state board examinations leading to licensure as a registered dental hygienist (R.D.H.).

Course work includes instruction in general studies, biomedical sciences, dental sciences, clinical theory and clinical practice. A combination of lecture, laboratory, and clinical experiences provide the students with knowledge in dental hygiene services, radiography, pathology, pharmacology, oral anatomy and periodontology.

Graduates may practice dental hygiene in dental offices, federal and state dental clinics, local health departments, school districts, correctional facilities, and private and public facilities for pediatric, geriatric, and other individuals/groups with special needs. Dental hygienists also participate in education, research, and sales.

The program in dental hygiene is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of accreditation eligible. The Commission is a specialized accrediting body recognized by the United States Department of Education.

The Commission on Dental Accreditation will review complaints that relate to a program's compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students.

A copy of the appropriate accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago, IL 60611 or by calling 1-800-621-8099 extension 4653.

All students who wish to apply for the Dental Hygiene Program must have completed a Chemistry and Biology course in high or college and achieve a grade of a "C" or higher. Applicants who have taken the GED may also meet this requirement if they achieved a standard score of 45 on the GED Natural Science Test. (The GED Natural Science Test will not satisfy the Chemistry requirement.) If an applicant received the GED more than five years ago, they will be required to complete a biology. All science requirements must be completed within five years of admission into the Dental Hygiene Program.

Anatomy and Physiology II...... 4

I. General Education Courses

BIO 169

#### **Semester Hour Credits**

ENG 111	Expository Writing	3
ENG 114	Professional Research and Reporting	
SOC 240	Social Psychology	3
Humanities	/Fine Arts Elective	3
II. Major	Courses	
<b>DEN 110</b>	Orofacial Anatomy	
<b>DEN 111</b>	Infection/Hazard Control	2
<b>DEN 112</b>	Dental Radiography	3
<b>DEN 120</b>	Dental Hygiene Preclinic Lecture	2
<b>DEN 121</b>	Dental Hygiene Preclinic Lab	2
<b>DEN 123</b>	Nutrition/Dental Health	2
<b>DEN 124</b>	Periodontology	2
<b>DEN 130</b>	Dental Hygiene Theory I	2
<b>DEN 131</b>	Dental Hygiene Clinic I	3
<b>DEN 140</b>	Dental Hygiene Theory II	1
<b>DEN 141</b>	Dental Hygiene Clinic II	2

DEN 220 DEN 221 DEN 222 DEN 223 DEN 224 DEN 230 DEN 231 DEN 232 DEN 233 BIO 175  Required S BIO 168	Dental Hygiene Theory III 2 Dental Hygiene Clinic III 4 General & Oral Pathology 2 Dental Pharmacology 2 Materials and Procedures 2 Dental Hygiene Theory IV 1 Dental Hygiene Clinic IV 4 Community Dental Health 3 Professional Development 2 General Microbiology 3  Subject Areas: Anatomy and Physiology I 4			
DIO 100	Anatomy and Physic	ology 1 4		
	Other Major Hours DEN 125 Dental Office Emergencies			
Other Req CIS 111	uired Courses: Basic PC Literacy	2		
Total Cred	lit	72		
FALL SEM BIO 168 DEN 110 DEN 111 DEN 112 DEN 120 DEN 121	MESTER I	FALL SEMESTER II DEN 125 DEN 220 DEN 221 DEN 224 ENG 111 SOC 240		
SPRING S BIO 169 CIS 111 DEN 124 DEN 130 DEN 131 DEN 223	SEMESTER I	SPRING SEMESTER II DEN 230 DEN 231 DEN 232 DEN 233 ENG 114 Humanities/Fine Arts Elect		
SUMMER BIO 175 DEN 123 DEN 140 DEN 141 DEN 222	SEMESTER I			

Students are responsible for purchasing their own liability insurance, dental instruments, dental handpiece, Hepatitis B vaccination and text books. Additional expenses are outlined in the Dental Hygiene admissions information available in the admissions office.

### Early Childhood Associate

The Early Childhood Associate curriculum prepares individuals to work with children from infancy through middle childhood in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with parents and children. Students will foster the cognitive/language, physical/motor, social/emotional and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start Programs, and school age programs.

#### **Semester Hour Credits**

I. General Education Courses			
Expository Writing	3		
Professional Research & Reporting	3		
/Fine Arts Elective	3		
Mathematical Models	3		
General Psychology	3		
II. Major Courses			
Co-op Work Experience I	1		
Work Experience Seminar I	1		
	Expository Writing		

EDU 111	Early Childhood Credential I	2
EDU 112	Early Childhood Credential II	
or		
EDU 113	Family Credential	2
EDU 131	Children, Family & Community	3
EDU 146	Child Guidance	
EDU 221	Children with Special Needs	
EDU 151	Creative Activities	3
EDU 151A		1
EDU 153	Health, Safety, Nutrition	
EDU 185	Cognitive/Language Activities	
EDU 185A		1
EDU 234	Infant, Toddler & Twos	
EDU 251	Exploration Activities	
EDU 251A	1	
EDU 259	Early Childhood Curriculum Planning	
EDU 261	Early Childhood Administration	
EDU 262	Early Childhood Administration II	
PSY 244	Child Development I	
PSY 245	Child Development II	
SOC 210	Introduction to Sociology	
SOC 213	Sociology of the Family	. 3
C4 1 4	. 14 4 1 4 1 4 2 CHC 6	
	re required to take at least 2 SHC from amou	ng
the followi		2
	Issues in Early Childhood	
EDU 255 S	School Age Dev. & Program	2
EDU 203 I	Dev. School Age Prog.	
III Other	Required Courses	
	ssic PC Literacy	2
CIS III Da	isic i C Enteracy	_
Total Cred	lite	72.



FALL SEMESTER I	FALL SEMESTER II
EDU 111	EDU 185
EDU 151	EDU 185A
EDU 151A	EDU 234
EDU 188 or EDU 235	EDU 259
ENG 111	EDU 261
MAT 115	Humanities/Fine Arts Elect
PSY 150	PSY 245
SPRING SEMESTER I	SPRING SEMESTER II
EDU 112 or EDU 113	COE 111
EDU 131	COE 115
EDU 146	EDU 221
EDU 153	EDU 251
PSY 244	EDU 251A
SOC 210	EDU 262
	SOC 213
SUMMER SEMESTER I	EDU 263
CIS 111	
ENG 114	
Humanities/Fine Arts Elective (	if offered)

# Electrical/Electronics Technology

The Electrical/Electronics Technology curriculum is designed to provide training for persons interested in the installation and maintenance of electrical/electronic systems found in residential, commercial and industrial facilities.

Training, most of which is hands-on, will include such topics as AC/DC theory, basic wiring practices, digital electronics, programmable logic controllers, industrial motor controls, the National Electric Code, and other subjects as local needs require.

Graduates should qualify for a variety of jobs in the electrical/ electronic field as an on-the-job trainer or apprentice, assisting in the layout, installation, and maintenance of electrical/electronic systems.

I. General Education Courses

#### **Semester Hour Credits**

*ENG	111	Expository Writing	3
		Professional Research & Reporting	
		/Fine Arts Elective	
*MAT	121	Algebra/Trigonometry I	3
		avioral Science Elective	
II. Ma	jor Co	ourses	
		Blueprint Reading/Construction	2
		Basic PC Literacy	
		DC/AC Electricity	
		Basic Wiring I	
		Basic Wiring II	
		Industrial Wiring	



	- 1	
*ELC 11 *ELC 11 *ELC 12 *ELC 12 *ELC 22 ELN 13 ELN 22 ELN 13 HYD 11	National Electric NEC Calculation Diagrams & Sch Introduction to I REC Application Digital Electron Industrial Electr Electronic Device	trols
	Applications Pro	s: m among the following: oject
Total Cre	dits:	70
*To receive credit for a diploma program the student must take the *asterisk classes.  Total Credits:		
*ELC 113 *ELC 113 *ELC 113 *MAT 12		FALL SEMESTER II ELN 131 ELN 133 ENG 114 Humanities/Fine Arts Elect HYD 110
*ELC 114 *ELC 117 *ELC 118 *ELC 125 *ENG 111		SPRING SEMESTER II ELC 228 ELC 229 or COE 112 ELN 229 Social/Behav Science Elect

SUMMER SEMESTER I

\*ELC 115 \*ELC 119 \*ELC 128

# Electronics Engineering Technology

The Electronics Engineering Technology curriculum prepares individuals to become technicians who design, build, install, test, troubleshoot, repair, and modify developmental and production electronic components, equipment, and systems such as industrial/computer controls, manufacturing systems, communication systems, and power electronic systems.

A broad-based core of courses, including basic electricity, solid-state fundamentals, digital concepts, and microprocessors, ensures the student will develop the skills necessary to perform entry-level tasks. Emphasis is placed on developing the student's ability to analyze and troubleshoot electronic systems.

Graduates should qualify for employment as engineering assistants or electronic technicians with job titles such as electronics engineering technician, field service technician, maintenance technician, electronic tester, electronic systems integrator, bench technician, and production control technician.

Basic computer skills are necessary for the successful completion of this curriculum. Students entering this program should have basic computer skills.

#### **Semester Hour Credits**

I. General	<b>Education Courses</b>				
COM 110	Intro to Communications	3			
Humanities	Humanities/Fine Arts Elective				
Social/Beh	avioral Science Elective	3			
ENG 111	Expository Writing	3			
MAT 121	Algebra/Trigonometry I	3			
II. Major	Courses				
CET 111	Computer Upgrade and Repair	3			
CET 212	Integrated Manufacturing Systems	2			
CIS 111	Basic PC Literacy	2			
CSC 133	C Language Programming	3			
ELC 128	Intro to PLC's				
ELC 131	DC/AC Circuit Analysis	5			
ELC 133	Advanced Circuit Analysis	3			
ELC 135	Electrical Machines I				
ELN 131	Electronic Devices	4			
ELN 132	Linear IC Applications	4			
ELN 133	Digital Electronics	4			
ELN 232	Intro to Microprocessors	4			
ELN 234	Communication Systems				
ELN 235	Data Communications	4			
ELN 237	Local Area Networks	3			
MAT 122	Algebra/Trigonometry II	3			
PHY 131	Physics- Mechanics				

Select 3 Sl	HC from the follo	owing courses:
CET 211	Computer Upgra	de & Repair II 3
COE 111	Co-Op Work Ex	perience 1 1
COE 121	Co-Op Work Ex	perience 2 1
COE 131	Co-Op Work Ex	perience 3 1
Total Cree	dits:	76
FALL SE	MESTER I	FALL SEMESTER II
CET 111		ELC 128
CIS 111		ELN 232
ELC 131		ELN 234
ENG 111		ELN 237
MAT 121		Humanities/Fine Arts Elect
SPRING S	SEMESTER I	SPRING SEMESTER II
CSC 133		CET 212
CET 211 (	or Co-Op)	COM 110
ELC 133	•	ELN 235
ELN 131		PHY 131
MAT 122		Social/Behav Science Elect

#### SUMMER SEMESTER I

ELC 135 ELN 132 ELN 133



# Electronics Engineering Technology

### Instrumentation Concentration

Instrumentation is a concentration under the curriculum title of Electronics Engineering Technology. This curriculum prepares individuals for positions in the process control field. This curriculum develops the knowledge of measuring and controlling devices and the technical skills involved in the application of instrument control to processes, systems and operations.

Course work includes training in production control, and process variables such as temperature, pressure, flow, level, humidity, density and viscosity. Students will gain a fundamental knowledge of mechanics, electronics, pneumatics, programmable logic controllers, and the manufacturing processes.

Graduates of the curriculum are employed as instrumentation technicians which install, calibrate, and maintain sensing, telemetering, and recording instrumentation and circuitry. Other duties may include devising, setting up, and operating instrumentation equipment involved in testing mechanical, structural, or electrical equipment.

Basic computer skills are necessary for the successful completion of this curriculum. Students entering this program should have basic computer skills.

#### **Semester Hour Credits**

	Bemester Hour Creates
	<b>Education Courses</b>
COM 110	Introduction to Communications
Humanities	/Fine Arts Elective
Social/Beha	avioral Science Elective 3
ENG 111	Expository Writing
	Algebra/Trig I
II. Major	Courses
CSC 133	C Programming
ELC 128	Introduction to PLC's
ELC 131	AC/DC Circuit Analysis 5
ELN 131	Electronic Devices
ELN 132	Linear Circuits and Applications 4
ELN 133	Digital Electronics
ELN 231	Industrial Controls
ELN 232	Introduction to Microprocessors 4
HYD 110	Hydraulics/Pneumatics I
MAT 122	Algebra/Trig II
PCI 161	Introduction to Instrumentation 1
PCI 162	Instrumentation Controls
PCI 261	Process Measurement
PCI 262	Introduction to Process Controls 4
PCI 263	Advanced Process Controls
PCI 264	Process Controls with PLC's 4
PHY 131	Physics/Mechanics

#### Select 2 SHC from the following courses:

ELC 135	Electrical Machines I
ELN 275	Troubleshooting
COE 111	Co-Op Work Experience I 1
COE 121	Co-Op Work Experience II 1

Total Hours: ...... 76

### FALL SEMESTER I FALL SEMESTER II

ELC 131	ELC 128
ENG 111	ELN 231
Humanities/Fine Arts Elect	ELN 232
MAT 121	PCI 261
PCI 161	PCI 262

### SPRING SEMESTER I SPRING SEMESTER II

COMITIO	11110 110
CSC 133	PCI 263
ELN 131	PCI 264
MAT 122	PHY 131
PCI 162	Social/Behav Science Elect

#### SUMMER SEMESTER I

ELN 132 ELN 133 ELC 135

# Environmental Science Technology

THIS PROGRAM IS UNDER REVIEW.
Please see Registrar before signing up for this program.

The Environmental Science Technology curriculum is designed to prepare individuals for employment in environmental testing/consulting and related industries. Major emphasis is placed on biological and chemical evaluation of man's impact on his environment.

Course work includes general education, computer applications, biology, chemistry, industrial safety, and an extensive array of detailed environ mentally specific classes.

Graduates should qualify for numerous positions within the industry. Employment opportunities include, but are not limited to, the following: Chemical Analysis, Biological Analysis, Water/Wastewater Treatment, EPA Compliance Inspection, Hazardous Material Handling, Waste Abatement/Removal, and Contaminated Site Assessment/Remediation.

#### **Semester Hour Credits**

[.	General	<b>Education Courses</b>	
ΞÌ	NG 111	Expository Writing	3
		Professional Research/Reporting	
Ηı	ımanities/	/ Fine Arts Elective	3
M	AT 151	Statistics I	3

MAT 151A Statistics I Lab		
II. Major Courses         BIO 111 General Biology I       4         CHM 131 Introduction to Chemistry       3         CHM 131AIntroduction to Chemistry Lab       1         CHM 132 Organic and Biochemistry       4         CIS 111 Basic PC Literacy       2         COE 111 Co-op Work Experience I       1         COE 115 Work Experience Seminar I       1         ENV 110 Environmental Science       3         ENV 120 Earth Science       4         ENV 210 Management of Waste       4         ENV 212 Instrumentation       4         ENV 214 Water Quality       4         ENV 218 Environmental Health       3         ENV 222 Air Quality       4         ENV 226 Environmental Law       3         ISC 121 Environmental Health & Safety       3         WAT 110 Basic Wastewater Treatment       3		
Total Cree	lits	67
FALL SEMESTER I BIO 111 CHM 131 CHM 131A CIS 111 ENG 111 ENV 110		FALL SEMESTER II ENV 210 ENV 212 ENV 218 ISC 121 MAT 151 MAT 151A
SPRING SEMESTER I CHM 132 COM 231 or Humanities/ Fine Arts Elect ENG 114 ENV 120 Social/Behav Science Elect		SPRING SEMESTER II COE 111 COE 115 ENV 214 ENV 222 ENV 226 WAT 110

# Film and Video Production Technology

(Note: The Film and Video Production Technology program was recently approved for Cape Fear Community College by the State Board of Community Colleges; however, the program is tentatively scheduled to start in Fall 2002. Please check with your advisor or Student Development.)

The Film and Video Production Technology curriculum prepares students for entry-level employment in production support and selected technical areas of film, video, and associated media production. Instruction provides training for entry-level crew and/or production and post-production assistants in many moving image media forms.

The first year content includes exposure to the entire production process. Students are taught by industry professionals

who provide extensive hands-on instruction. In the second year, students receive professional training by performing in various crew positions on actual production projects.

Graduates may find employment as entry-level crew and/or production assistants in feature and short films, commercials, and industrial, educational, and documentary productions. Other opportunities include entry-level employment in preproduction and post-production areas for film and video.

		Semester Hour Credit	
I. Genera	l Education Course		3
ENG 111	Expository Writing	5	3
ENG 115	Oral Communicati	on	3
		atics	
		atics Lab	
or			Î
MAT 171	Precalculus Algebi	a	3
MAT 171	A Precalculus Algebi	a Lab	1
Social/Bel	navioral Science Elec	ctive	3
Humanitie	es/Fine Arts Elective		3
TT 3.4 :	<b>a</b>		
II. Major		1 77' 1	_
FVP 111		m and Video	
FVP 112		perations	
FVP 113 FVP 114		Ing I	
FVP 114 FVP 115	Camera and Lighti	ng II	2
FVP 116	Sound Operations	ng II	ン マ
FVP 120	Art Department Or	perations II	<u>っ</u>
FVP 130	Grip and Electrical	II	3
FVP 212	Production Technic	ques I	5
FVP 213	Production Technic	ques II	5
		1	
III. Othe	r Major Courses		
FVP 117	Make-Up and War	drobe	3
FVP 211		cations	
FVP 220	Editing I		3
FVP 221	Editing II		3
CIS 110	Introduction to Co	mputers	3
COE 111	Co-op Work Exper	rience I	1
COE 112	Co-op work Expe	rience I	_
Total Cre	edits	6	7
EALI SE	MESTER I	FALL SEMESTER II	
CIS 110	MESTERI	FVP 117	
ENG 115		FVP 120	
FVP 111		FVP 139	
FVP 112		FVP 212	
FVP 114		FVP 220	
MAT 140	or 171		
	A or 171A		
	SEMESTER I	SPRING SEMESTER II	
ENG 111		COE 112	
FVP 113		FVP 213	
FVP 115		FVP 221	
FVP 116		FVP 211	
SUMME	R SEMESTER I		
GOF 111			

COE 111

# Heavy Equipment and Transport Technology/ Marine Systems Concentration

Marine Systems is a concentration under the curriculum title of Heavy Equipment and Transport Technology. This curriculum provides training for individuals interested in becoming technicians which service and maintain the propulsion systems of boats and other types of marine and industrial equipment.

The course work includes the maintenance and repair procedures of mechanical, electrical, hydraulics equipment used on marine systems. Students will inspect and test equipment to determine the cause of faulty operation, and then repair and replace defective parts.

Graduates of the curriculum should qualify as marine technicians which may be employed in marinas, shipyards, industrial and trucking industries.

I Congred Education Courses

#### **Semester Hour Credits**

	aucation Courses	
*ENG 111	Expository Writing	3
ENG 114	Professional Research & Reporting	3
*MAT 120	Geometry and Trigonometry	3
Humanities	s/Fine Arts Elective	3
Social/Beh	avioral Science Elective	3
II. Major C	ourses	••
*CIS 111	Basic PC Literacy	2
*HET 110	Diesel Engines	
*HET 112	Diesel Electrical Systems	
HET 114	Power Trains	
*HET 115	Electronic Engines	
HET 118	Mechanical Orientation	
HET 120	Introduction to Mobile Equipment	
*HET 121	Marine Engines	
*HET 125	Preventive Maintenance	
HET 128	Medium/Heavy Duty Tune Up	2
HET 134	Mechanical Fuel Injection	
*HET 145	Marine Electricity	
*HET 147	Marine Power Trains	
HET 230	Air Brakes	2
HET 233	Suspension & Steering	
HYD 112	Hydraulics/Medium/Heavy Duty	2
*WLD 112	Basic Welding Processes	
Total Credi	ts:6	59
	credit for a diploma program the student must tak	
the *asterisk		
<b>Total Credi</b>	ts4	1

*HET 110 HET 118 **HET 121 ENG 111	FALL SEMESTER II HET 114 *HET 125 Humanities/Fine Arts Elect HYD 112
SPRING SEMESTER I CIS 111 ENG 114 HET 112 HET 120 **HET 145	SPRING SEMESTER II HET 128 HET 230 HET 233 MAT 120 Social/Behav Science Elect

#### SUMMER SEMESTER I

HET 115 HET 134 \*\*HET 147 WLD 112

\*CORE

\*\*CONCENTRATION MARINE SYSTEMS

# Hotel and Restaurant Management

The Hotel and Restaurant Management curriculum prepares students to understand and apply the administrative and practical skills needed for supervisory and managerial positions in hotels, motels, resorts, inns, restaurants, institutions, and clubs.

Course work includes front office management, food preparation, guest services, sanitation, menu writing, quality management, purchasing, and other areas critical to the success of hospitality professionals.

Upon completion graduates should qualify for supervisory or entry-level management positions in food and lodging including, front office, reservations, housekeeping, purchasing, dining room, and marketing. Opportunities are also available in the support areas of food and equipment sales.

Semester Hour Credits
I. General Education Course
COM 110 Intro to Communication
ENG 111 Expository Writing
Humanities/Fine Arts Elective
MAT 115 or higher
Social/Behavioral Science Elective
II. Major Courses
ACC 175 Hotel and Restaurant Accounting 4
COE 111 Co-op Work Experience
COE 121 Co-op Work Experience
CUL 110 Sanitation and Safety 2
CUL 110A Sanitation and Safety Lab 1

CUL 120 Purchasing		Info	rmation Systems
CUL 120A Purchasing Lab			indicate Systems
CUL 125 Hospitality Informa			
CUL 135 Food and Beverage			nation Systems curriculum is designed to prepare
CUL 135A Food and Beverage	Service Lab		or employment with organizations that use comput-
HRM 110 Introduction to Hos	pitanty 2		ess, manage, and communicate information. This is
HRM 140 Hospitality/Tourism			program, designed to meet community information
HRM 210 Meetings and Conv		systems ne	eeds.
HRM 215 Restaurant Manager			
HRM 215ARestaurant Manager			ork includes computer systems terminology and
HRM 220 Food and Beverage		operations.	, logic, operating systems, database, data communi-
HRM 220A Food and Beverage			working, and related business topics. Studies will
HRM 240 Hospitality Marketi			perience for students to implement, support, and
HRM 245 Hospitality Human HRM 280 Hospitality Manage		customize	industry-standard information systems.
HRWI 280 Hospitality Maliage	ment Froblems		
Students must take at least 10	SHC from among		should qualify for a wide variety of computer-
the following:	Sile irom among		try-level positions that provide opportunities for
the following.			ent with increasing experience and ongoing train-
BUS 280 R.E.A.L. Small Bus	siness 4		es may include systems maintenance and trouble-
	ience III		support and training, and business applications de-
		sign and in	nplementation.
	ls 5		
			Semester Hour Credits
	Skills 5	I. General	<b>Education Course</b>
HRM 115 Housekeeping			Introduction to Communication 3
HRM 115A Housekeeping Lab. HRM 120 Front Office Proced		ENG 111	Expository Writing
HRM 120 Front Office Proced			Technology and Society 3
		MAT 121	Algebra/Trignometry I
HRM 145 Hospitality Supervi HRM 225 Beverage Managem		PSY 118	Interpersonal Psychology 3
HRWI 223 Beverage Managen	lent 2		
T-4-1 Co-14-	(7	II. Major	Hours
Total Credits	0/	ACC 120	Principles of Accounting I 4
	EAT CONTROL II	BUS 121	Business Math
FALL SEMESTER I	FALL SEMESTER II	BUS 137	Principles of Management
CUL 110	ACC 175	BUS 240	Business Ethics
CUL 110A	COE 111	CET 111	Computer Upgrade and Repair I 3
CUL 125	CUL 120	CET 211	Computer Upgrade and Repair II 3
ENG 111	CUL 120A	CIS 110	Introduction to Computers 3
HRM 110	HRM 220	CIS 115	Intro to Programming and Logic
HRM 140	HRM 220A	CIS 120	Spreadsheets I
Social/Behav Science Elect		CIS 130	Survey of Operating Systems 3
	Humanities/Fine Arts Elect	CIS 152	Database Concepts and Applications 3
CDDING CDM (ECEED I	CDD ING CD (COMPD II	CIS 172	Introduction to the Internet
SPRING SEMESTER I	SPRING SEMESTER II	NET 110	Data Communications/Networking 3
COM 110	COE 121	NET 125	Routing and Switching I
CUL 135	HRM 210	NET 126	Routing and Switching II
CUL 135A	HRM 215		
CUL 140 or	HRM 215A	Other Red	quired Courses
HRM 120 and	HRM 280	MKT 223	Customer Service
HRM 120A	HRM Approved Elective		
HRM 245	HRM Approved Elective	Students	must select at least 6 SHC from among the
MAT 115	HRM Approv. Elect. Lab	following:	
		BUS 270	Professional Development
		ECO 151	Survey of Economics
		NET 225	Advanced Router and Switching I 3
		NET 226	Advanced Router and Switching II

Total Hours ...... 70



FALL SEMESTER I	FALL SEMESTER II
BUS 121	CIS 130
CET 111	CIS 152
CIS 110	COM 110
HUM 110	Elective
NET 110	MKT 223
SPRING SEMESTER I	SPRING SEMESTER II
BUS 137	ACC 120
CET 211	BUS 240
CIS 115	CIS 172
CIS 120	Elective
NET 125	PSY 118
SUMMER SEMESTER I	
ENG 111	
MAT 121	
NET 126	

# Interior Design

The Interior Design curriculum is designed to prepare students for a variety of job opportunities in the field of both residential and non-residential interior design. The focus of the studies is technical knowledge, professional practices, and aesthetic principles.

Curriculum content includes residential and non-residential interior design, architectural drafting, computer aided design, and universal design. Also included are basic design, history of interiors and furnishings, color theory, products, business practices, graphic presentations, and general education courses.

Graduates should qualify for a variety of jobs including residential and commercial interior design, set design, showroom design, and sales positions for furniture, textiles and accessories, and all business dealing with interiors.

I Conono	Semester Hour Credits l Education Courses
ART 111	
	Art Appreciation
ENG 111 ENG 114	Expository Writing
MAT 115	Professional Research & Reporting
MAI II3	Wathematical Wodel
II. Major	Courses
DES 110	Architectural Graphics
DES 111	Creative Problem Solving
DES 115	Color Theory
DES 120	CAD for Interior Design
DES 125	Graphic Presentation I
DES 126	Graphic Presentation II
DES 135	Principles and Elem. of Design I
DES 136	Principles and Elem. of Design II
DES 210	Business Practices/Interior Design
DES 220	Introduction to Interior Design
DES 225	Textiles/Fabrics 3
DES 230	Residential Design I
DES 231	Residential Design II
DES 235	Products 3
DES 240	Non-Residential Design I
DES 241	Non-Residential Design II
DES 256	History of Interiors and Furnishings II 3
DES 285	Capstone/Interior Design
Students n	nust take at least 3 SHC from among
the following	
CIS 111	Basic PC Literacy
COE 111	Co-op Work Experience I
COE 121	Co-op Work Experience II
COE 131	Co-op Work Experience III
DES 245	Sales and Marketing for Interior Design
DES 280	Codes & Standards for Interior Design
Total Cree	dits 69

FALL SEMESTER I ART 111 DES 110 DES 125 DES 135 DES 225 MAT 115	FALL SEMESTER II DES 210 DES 230 DES 235 DES 240 DES 256
SPRING SEMESTER I DES 111 DES 115 DES 120 DES 220 ENG 111 Social/Behav. Science Elect.	SPRING SEMESTER II DES 231 DES 241 DES 285 ENG 114 Interior Design Elective

#### **SUMMER SEMESTER II**

I. General Education Courses

DES 126 DES 136

# Landscape Gardening

The Landscape Gardening curriculum emphasizes intensive, practical, hands-on training in applied horticulture to reinforce classroom lecture on theory and technique.

Course work includes plant propagation, greenhouse and nursery plant culture, turf management, plant identification, arborculture, diseases and pests of plants, and landscape planning, maintenance, and construction.

Graduates will be prepared for employment opportunities in applied horticulture related to landscape development and maintenance for residential and commercial operations. Graduates should be prepared to take the North Carolina Pesticide Applicator's Examination and the North Carolina Certified Plant Professional Examination.

#### **Semester Hour Credits**

ENG 111	Expository Writing 3
MAT 120	Geometry and Trigonometry 3
PSY 118	Interpersonal Psychology 3
ENG 114	Prof. Research & Reporting 3
Humanities	s/Fine Arts Elective
II. Major	Courses
COE 111	Co-op Work Experience I 1
COE 121	Co-op Work Experience II 1
COE 131	Co-op Work Experience III
HOR 114	Landscape Construction
HOR 134	Greenhouse Operations 3
LSG 111	Basic Landscape Techniques 2
LSG 121	Fall Gardening Lab
LSG 122	Spring Gardening Lab
LSG 123	Summer Gardening Lab
LSG 231	Landscape Supervision 3

TRF 110	Introduction to Turk and Identification	grass Cultivation 4	
HOR 112 HOR 142 HOR 160 HOR 164 HOR 235 HOR 260 HOR 268 LSG 297 LSG 232	III. Other Major Courses         HOR 112 Landscape Design I       3         HOR 142 Fruit & Vegetable Prod       2         HOR 160 Plant Materials I       3         HOR 164 Hort Pest Management       3         HOR 235 Greenhouse Production       3         HOR 260 Plant Materials II       3         HOR 268 Adv Propagation       4         LSG 297 Seminar       2		
ENG 111	MESTER I s/Fine Arts Elect	FALL SEMESTER II COE 131 HOR 260 LSG 231 LSG 232	
SPRING S COE 111 ENG 114 HOR 114 HOR 134 HOR 142 HOR 160 LSG 122	SEMESTER I	SPRING SEMESTER II HOR 164 HOR 235 HOR 268 LSG 297 TRF 110	
SUMMER COE 121 HOR 112 LSG 123	R SEMESTER I		

# Machining Technology

The Machining Technology curriculum is designed to develop skills in the theory and safe use of hand tools, power machinery, computerized equipment and sophisticated precision inspection instruments.

Students will learn to interpret blueprints, set up manual and CNC machines, perform basic and advanced machining operations and make decisions to insure that work quality is maintained.

Employment opportunities for machining technicians exist in manufacturing industries, public institutions, governmental agencies and in a wide range of specialty machining job shops.

	Semester Hour Credi	ts
	l Education Courses	
	Expository Writing	
	Intro to Communication	
	s/Fine Arts Elective	
	Geometry and Trigonometry	
Social/Beh	avioral Science Elective	3
II. Major		
MAC 111		
MAC 112	Machining Technology II	
MAC 113	Machining Technology III	
MAC 122	CNC Turning	
MAC 124	CNC Milling	
MAC 131	Blueprint Reading: MACH I	
MAC 132	Blueprint Reading: MACH II	
MAC 152	Advanced Machining Calculations	
MAC 214	Machining Technology IV	6
MAC 222	Advanced CNC Turning	2
MAC 224	Advanced CNC Milling	2
MAC 241	Jigs and Fixtures I	4
MAC 242	Jigs and Fixtures II	4
MEC 172	Introduction to Metallurgy	3
MEC 231	Computer Aided Manufacturing I	3
MEC 232	Computer Aided Manufacturing II	3



FALL SEMESTER I COM 110 MAC 111 MAC 131 MAT 120 MEC 172	FALL SEMESTER II MAC 113 MAC 222 MAC 241 MEC 232
SPRING SEMESTER I ENG 111 MAC 112 MAC 122 MAC 132 Social/Behav. Science Elect	SPRING SEMESTER II MAC 214 MAC 224 MAC 242 Humanities/Fine Arts Elect
SUMMER SEMESTER I MAC 124 MAC 152 MEC 231	

# Marine Technology

This curriculum is designed to provide the practical and academic skills essential for success in marine scientific support. Students will receive training in observational and measurement techniques aboard a variety of vessels including the college's own ocean-going research vessel.

Course work includes a unique blend of traditional and contemporary vocational, technical and scientific marine education. Students are trained in the use of physical, chemical, meteorological, biological, and geological oceanographic instrumentation and sampling equipment.

Graduates should qualify for entry level field or laboratory positions with industries, state and federal agencies, and educational facilities associated with marine science and research. Career opportunities include oceanography, environmental science, marine biology, geophysical exploration, and fisheries-related employment.

#### **Semester Hour Credits** I. General Education Courses II. Major Courses Basic PC Literacy ...... 2 **CIS 111** ELN 114 MSC 110 Training Cruise I ...... 1 Training Cruise II ...... 1 MSC 112 MSC 114 MSC 122 Boat Handling/ Seamanship ...... 3 MSC 124 Industrial Skills ...... 3 MSC 126

MSC 132	Fishing Gear Technology I	3
MSC 134	Fishing Gear Technology II	
MSC 150	Navigation	
MSC 152	Marine Instrumentation	
MSC 162	Oceanography I	3
MSC 164	Oceanography II	
MSC 172	Marine Biology	
MSC 174	Marine Invertebrate Zoology	
MSC 182	Water Analysis I	
MSC 216	Training Cruise IV	
MSC 218	Training Cruise V	
MSC 254	Marine Data Processing	
MSC 256	Cartography/Hydrographic Surveying	
MSC 276	Marine Vertebrate Zoology	
MSC 282	Water Analysis II2	
HEA 112	First Aid & CPR	2
MSC 154	Marine Photography	3
MSC 258	Multimedia Presentations	1
Total Cred	dits	73



FALL SEMESTER I HEA 112 MAT 121 MSC 110 MSC 122 MSC 132 MSC 162	FALL SEMESTER II ENG 111 Humanities/ Fine Arts Elec MSC 174 MSC 216 MSC 258 Social/ Behay Science Elec
MSC 172	Social Beliav Science Lice
SPRING SEMESTER I CIS 111	SPRING SEMESTER II ELN 114
MSC 112 MSC 124	ENG 114 MSC 164
MSC 150 MSC 154	MSC 218 MSC 254
MSC 276	MSC 256
SUMMER SEMESTER I MSC 114 MSC 152 MSC 126 MSC 182	MSC 282
MSC 134	

# Mechanical Engineering Technology

The Mechanical Engineering Technology curriculum prepares graduates for employment as mechanical technicians. Typical assignments would include assisting in the design, development, testing and repair of mechanical equipment. Emphasis is placed on the integration of theory and mechanical principles.

Coursework includes applied mechanics, manufacturing methods and processes, computer usage, computer-aided drafting, mathematics, physics, and oral and written communications. The courses will stress critical thinking, planning, and problem solving.

Graduates of the curriculum will find employment opportunities in the diversified branches of the mechanical field. Mechanical engineering technicians are employed in many types of manufacturing, fabrication, research and development, and service industries.

### 



DFT 111 DFT 111A DFT 112 DFT 112A DFT 151 DFT 152 DFT 153 DFT 211 DFT 231 ELC 111 HYD 110 ISC 112 ISC 226 MAT 122 MEC 110 MEC 111 MEC 145 MEC 172 MEC 250 PHY 131	Technical Drafting I Technical Drafting I Technical Drafting I CAD I CAD II CAD III CAD III Gears, Cams, & Pul Jig and Fixture Desi Intro to Electricity Hydraulics/Pneumat Industrial Safety Facilities Design Algebra/Trigonome Introduction to CAE Machine Processes I Manufacturing Mate Introduction to Meta Statics and Strength	Cary II   3   3   3   3   3   3   3   3   3
Total Cred	its	76
FALL SEN	MESTER I	FALL SEMESTER II
COM 110		ATR 112
DFT 111		ELC 111
DFT 111A		Humanities/Fine Arts Elect
DFT 151		MEC 172
MAT 121		MEC 250
MEC 111		
SPRING S	EMESTER I	SPRING SEMESTER II
DFT 112		DDF 211
DFT 112A		DFT 231
DFT 152		HYD 110
ENG 111		ISC 226
MAT 122		Social/Behav Science Elect
MEC 110		
MEC 145		
SUMMER	SEMESTER I	

DFT 153 DFT 211 ISC 112 PHY 131

### Occupational Therapy Assistant

The Occupational Therapy Assistant curriculum prepares individuals to work under the supervision of a registered/licensed occupational therapist in screening, assessing, planning, and implementing treatment and documenting progress for clients receiving occupational therapy services.

Course work includes human growth and development, conditions which interfere with activities of daily living, theory and process of occupational therapy, individual/group treatment activities, therapeutic use of self, activity analysis, and grading/adapting activities and environments.

Graduates may be eligible to take the national certification examination for practice as a certified occupational therapy assistant. Employment opportunities include hospitals, rehabilitation facilities, long-term/extended care facilities, sheltered workshops, schools, home health programs, and community programs. Successful completion of the program is required for certification and licensure.

The National Board of Certification in Occupational Therapy administers the national certification examination. The NBCOT is the certifying body for occupational therapy practitioners.

#### Semester Hour Credits

	Beinebiel Hour Crear	
I. Genera	l Education Course	
BIO 169	Anatomy and Physiology II	4
COM 110	Introduction to Communication	
ENG 111	Expository Writing	
ENG 114	Professional Research and Reporting	
Humanities	s/Fine Arts Elective	
PSY 150	General Psychology	
II. Major	Courses:	
BIO 168	Anatomy and Physiology I	4
OTA 110	Fundamentals of OT	
OTA 120	OT Media I	2
OTA 130	Assessment Skills	3
OTA 140	Professional Skills I	1
OTA 150	Life Span Skills I	
OTA 161	Fieldwork I Placement 1	
OTA 162	Fieldwork I Placement 2	1
OTA 163	Fieldwork I Placement 3	1
OTA 170	Physical Dysfunction	3
OTA 180	Psychosocial Dysfunction	3
OTA 220	OT Media II	
OTA 240	Professional Skills II	
OTA 250	Life Span Skills II	
OTA 260	Fieldwork II Placement 1	
OTA 261	Fieldwork II Placement 2	
PSY 241	Developmental Psychology	3
PSY 281	Abnormal Psychology	3



Other	· Ma	jor	Co	urse	es:
CITO 1	4 4			DO	T .

CIS 111	Basic PC Literacy	2
	Professional Transitions	
SOC 240	Social Psychology	3

#### 

The Occupational Therapy Assistant program at CFCC is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 5720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824-1220. AOTA's phone number is (301)652-AOTA.

FALL SEMESTER I	FALL SEMESTER II
BIO 168	ENG 114
COM 110	Humanities/Fine Arts Elect
ENG 111	OTA 163
OTA 110	OTA 180
OTA 120	OTA 240
OTA 140	OTA 250
PSY 150	SOC 240
SPRING SEMESTER I	SPRING SEMESTER II

SPRING SEMESTER I	SPRING SEMESTER II
BIO 169	OTA 260
OTA 130	OTA 261
OTA 150	OTA 280
OTA 161	
OTA 170	
PSY 241	

#### SUMMER SEMESTER I

**CIS 111 OTA 162 OTA 220 PSY 281** 

Students in the OTA program must achieve a "C" or higher in each course within the curriculum in order to fulfill graduation requirements. OTA core courses cannot be taken out of sequence.

Level II fieldwork placements must be completed within 18 months of completion of the didactic course work.

# Office Systems **Technology**

I General Education Course

COE 131

The Office Systems Technology curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace.

Students will complete courses designed to develop proficiency in the use of integrated software, oral and written communication, analysis and coordination of office duties and systems, and other support topics. Emphasis is placed on nontechnical as well as technical skills.

Graduates should qualify for employment in a variety of positions in business, government, and industry. Job classifications range from entry-level to supervisor to middle management.

#### **Semester Hour Credits**

3 3 3

4

3 3 4

I. General	Education Course	
ENG 111	Expository Writing	3
ENG 114	Professional Research & Reporting	3
Humanities	Fine Arts Elective	3
Social/Beh	avioral Science Elective	3
MAT 115 c	or higher or 3 SHC Natural Science	3
II. Major	Courses	
ACC 120	Principles of Accounting I	4
BUS 121	Business Math	3
BUS 270	Professional Development	
CIS 111	Basic PC Literacy	
CIS 120	Spreadsheet I	3
CIS 152	Database Concepts and Applications	3
ECO 151	Survey of Economics	
OST 131	Keyboarding	2
OST 132	Keyboard Skill Building	2
OST 134	Text Entry and Formatting	3
OST 136	Word Processing	2
OST 164	Text Editing Applications	3
OST 184	Records Management	2
OST 223	Machine Transcription I	2
OST 233	Office Publications Design	3
OST 236	Advanced Word/Information Processing	3
OST 289	Office Systems Management	3
Students n	nust take at least 3 SHC from among the	
following:		
BUS 125	Personal Finance	3
BUS 137	Principles of Management	3
BUS 240	Business Ethics	3
BUS 280	R.E.A.L. Small Business	
COE 111	Co-op Work Experience I	1
COE 121	Co-op Work Experience II	1

Co-op Work Experience III ...... 1

MKT 223 Customer Service ...... 3

FALL SEMESTER I	FALL SEMESTER II
BUS 121	ACC 120
BUS 270	CIS 152
CIS 111	ECO 151
ENG 111	OST 223
OST 131	OST 236
Social/Behav Science Elect	
SPRING SEMESTER I	SPRING SEMESTER II
SPRING SEMESTER I ENG 114	SPRING SEMESTER II Business Elective
ENG 114	Business Elective
ENG 114 Humanities/Fine Arts Elect	Business Elective CIS 120
ENG 114 Humanities/Fine Arts Elect OST 134	Business Elective CIS 120 OST 132

## Paralegal Technology

The Paralegal Technology curriculum prepares individuals to work under the supervision of attorneys by performing routine legal tasks, and assisting with substantive legal work. A paralegal/legal assistant may not practice law, give legal advice, or represent clients in a court of law.

Course work includes substantive and procedural legal knowledge in the areas of civil litigation, legal research and writing, real estate, family law, wills, estates, trusts, and commercial law. Required courses also include subjects such as English, mathematics, and computer utilization.

Graduates are trained to assist attorneys in probate work, investigations, public records search, drafting and filing legal documents, research, and office management. Employment opportunities are available in private law firms, governmental agencies, banks, insurance agencies, and other business organizations.

I. General Education Courses

#### **Semester Hour Credits**

COM 231	Public Speaking
ENG 111	Expository Writing
Humanitie	s/Fine Art Elective
	Survey of Mathematics
MAT 140A	A Survey of Math Lab 1
Social and	Behavioral Science Elective
II. Major	Courses
LEX 110	Introduction to Paralegal Study 2
LEX 120	Legal Research/Writing I
LEX 130	Civil Injuries
LEX 140	Civil Litigation I
LEX 150	Commercial Law I
LEX 210	Real Property I
LEX 240	Family Law
LEX 250	Wills Estates & Trust
	Elective

III. Other	Major Courses		
ACC 120	Principal of Acco	unting I	1
CIS 111	Rasic PC Literacy		7
CJC 231	Constitutional La	w	3
LEX 121	Legal Research W	riting II	3
LEX 151	Commercial Law	II	3
LEX 160	Criminal Law and	Procedure	3
LEX 170		ıw	
LEX 211		•••••	
LEX 214	Investigation & T	rial Prep	3
LEX 260	Bankruptcy & Co.	llections	2
LEX 270	Law Office Mana	gement & Tech	2
LEX 280	Ethic & Profession	nalism	2
LEX 290	Medical Evidence	Analysis	2
		e at least 3 SHC from amor	ıg
the followi			
COE 111		ation I	
COE 121		ation II	
COE 131		ation III	
LEX 141		•••••	
OST 136	Word Processing	••••••	2
ACC 131	Federal Income Ta	axes	3
Total Cred	lits:		76
PARALI	EGAL TECHN	OLOGY (DAY)	
	MESTER I	FALL SEMESTER II	
CIS 111		Humanities/Fine Arts Elec	ct
ENG 111		LEX 210	
LEX 110		LEX 214	
LEX 130		LEX 240	
LEX 150		LEX 260	
MAT 140		LEX 270	
MAT 140 <i>A</i>	Λ		
SPRING S	EMESTER I	SPRING SEMESTER II	
ACC 120		Elective	
LEX 120		COM 231	
LEX 140		LEX 211	
LEX 151		LEX 250	
LEX 160		LEX 280	
Social/Beh	av Science Elect		
	SEMESTER I		
CJC 231			
LEX 121			
LEX 170			
LEX 290			



#### PARALEGAL TECHNOLOGY (NIGHT)

FALL SEMESTER I	SPRING SEMESTER III
ENG 111	LEX 290
LEX 110	CJC 231

# SPRING SEMESTER I LEX 130 LEX 150 SUMMER SEMESTER III Humanities/Fine Arts Elect LEX 240 LEX 260

## SUMMER SEMESTER I FALL SEMESTER IV CIS 111 LEX 210 MAT 140 LEX 270

MAT 140A

FALL SEMESTER II	SPRING SEMESTER IV
LEX 120	COM 231
LEX 140	LEX 211

SPRING SEMESTER II	SUMMER SEMESTER IV
LEX 160	LEX 214
Social/Dohay Science Elect	LEV 200

SUMMER SEMESTER II	FALL SEMESTER V
ACC 120	Elective
CIS 111	LEX 250

## FALL SEMESTER III

LEX 121 LEX 170

## Radiography

The Radiography curriculum prepares the graduate to be a radiographer, a skilled health care professional who uses radiation to produce images of the human body.

Course work includes clinical rotations to area health care facilities, radiographic exposure, image processing, radiographic procedures, physics, pathology, patient care and management, radiation protection, quality assurance, anatomy and physiology, and radiobiology.

Graduates of accredited programs are eligible to apply to take the American Registry of Radiologic Technologists' national examination for certification and registration as medical radiographers. Graduates may be employed in hospitals, clinics, physicians' offices, medical laboratories, government agencies, and industry.

	Semester Hour Credits
I. General	<b>Education Courses</b>
BIO 168	Anatomy & Physiology I 4
BIO 169	Anatomy & Physiology II 4
ENG 111	Expository Writing
ENG 114	Professional Research & Reporting 3
Humanitie	s Elective
PSY 150	General Psychology
TT 3.4 1	
II. Major	
RAD 110	Rad Intro & Patient Care
RAD 111	Rad Procedures I
RAD 112	Rad Procedures II
RAD 121	Radiographic Imaging I
RAD 122	Radiographic Imaging II
RAD 131	Radiographic Physics I
RAD 151	RAD Clinical Ed I
RAD 161	RAD Clinical Ed II
RAD 171	RAD Clinical Ed III
RAD 211	Rad Procedures III
RAD 231	Radiographic Physics II
RAD 241	Radiation Protection
RAD 245	Radiographic Analysis 3
RAD 251	RAD Clinical Ed IV
RAD 261	RAD Clinical Ed V
III. Other	r Major Courses
CIS 111	Basic PC Literacy
RAD 281	RAD Clinical Elective
Total Cro	dits
Total Cre	uits/0

**FALL SEMESTER I** 

**BIO 168** 

**ENG 111** 

**RAD 110** 

**RAD 111** 

**RAD 151** 

**FALL SEMESTER II** 

**ENG 114** 

RAD 211 RAD 231

**RAD 251** 

<sup>\*</sup>A new first year class will commence in the Fall Semester of each odd numbered year.

SPRING SEMESTER I	SPRING SEMESTER II
BIO 169	Humanities Elective
RAD 112	PSY 150
RAD 121	RAD 241
RAD 161	RAD 245
	RAD 261
SUMMER SEMESTER I	RAD 281
CIS 111 RAD 131	

## Speech-Language Pathology Assistant

RAD 122 RAD 171

The Speech-Language Pathology Assisting curriculum prepares graduates to work under the supervision of a licensed Speech-Language Pathologist, who evaluates, diagnoses, and treats individuals with various communication disorders.

Courses provide instruction in methods of screening for speech, language, and hearing disorders and in following written protocols designed to remediate individual communication problems. Supervised field experiences include working with patients of various ages and with various disorders.

Graduates may be eligible for registration with the North Carolina Board of Examiners for Speech-Language Pathologists and Audiologists and must be supervised by a licensed Speech-Language Pathologist. They may be employed in healthcare or education settings.

#### **Semester Hour Credits**

I. General	Education Courses	
ENG 111	Expository Writing	3
ENG 114	Professional Research & Reporting	
Humanities	/Fine Arts Elective	3
MAT 115 c	or higher or 3 SHC Natural Science	3
PSY 150	General Psychology	3
II. Major (	Courses	
BIO 163	Anatomy & Physiology	5
PSY 265	Behavior Modifications	
SLP 111	Ethics and Standards for SLPAs	3
SLP 112	SLPA Anatomy & Physiology	3
SLP 120	SLPA Administrative Procedures	
	& Management	2
SLP 130	Phonics/Speech Patterns	
SLP 140	Normal Communications	3
SLP 211	Developmental Disorders	4
SLP 212	Acquired Disorders	5
SLP 220	Assistive Technology	2
SLP 230	SLP Fieldwork	4
SLP 231	SLP Fieldwork Seminar	3



III. Other Major Courses CIS 110 Basic PC Literacy. COM 110 Intro To Communic	cation 3
PSY 241 Developmental Psy	cnology 3
Total Credits	64
FALL SEMESTER I BIO 163 ENG 111 PSY 150 SLP 111 SLP 120	FALL SEMESTER II MAT 115 SLP 212 SLP 220
SPRING SEMESTER I COM 110 PSY 241 SLP 112 SLP 130 SLP 140	SPRING SEMESTER II PSY 265 SLP 230 SLP 231
SUMMER SEMESTER I CIS 110 ENG 114 SLP 211	

## DIPLOMA PROGRAMS

## Air Conditioning, Heating, and Refrigeration Technology

The Air Conditioning, Heating, and Refrigeration Technology curriculum provides the basic knowledge to develop skills necessary to work with residential and light commercial systems.

Topics include mechanical refrigeration, heating and cooling theory, electricity, controls, and safety. The diploma program covers air conditioning, furnaces, heat pumps, tools, and instruments.

Diploma graduates should be able to assist in the start-up, preventive maintenance, service, repair, and/or installation of residential and light commercial systems.

#### **Semester Hour Credits**

I. General	Education Courses	
ENG 101		3
MAT 101	Applied Mathematics I	3
II. Major		
AHR 110	Introduction to Refrigeration	5
AHR 112	Heating Technology	4
AHR 113	Comfort Cooling	4
AHR 114	Heat Pump Technology	4
AHR 115	Refrigeration Systems	2
AHR 130	HVAC Controls	3
AHR 133	HVAC Servicing	4
AHR 140	All-Weather Systems I	
AHR 151	HVAC Duct Systems I	2
AHR 160	Refrigerant Certification	
AHR 211	Residential System Design	3
ELC 111	Introduction to Electricity	3
III. Other	Required Courses	
BUS 230	Small Business Management	3
Total Cus	dite:	16
	1118*	-611

FALL SEMESTER I	SUMMER SEMESTER I
AHR 110	AHR 114
AHR 112	AHR 140
AHR 151	AHR 211
ELC 111	BUS 230
MAT 101	

#### SPRING SEMESTER I

AHR 113 AHR 115 AHR 130 AHR 133 AHR 160 ENG 101

## Autobody Repair

The Autobody Repair curriculum provides training in the use of equipment and materials of the autobody repair trade. The student studies the construction of the automobile body and techniques of autobody repairing, rebuilding, and refinishing.

The course work includes autobody fundamentals, industry overview, and safety. Students will perform hands-on repairs in the areas of non-structural and structural repairs, mig welding, plastics and adhesives, refinishing, and other related areas.

Graduates of the curriculum should qualify for entry-level employment opportunities in the automotive body and refinishing industry. Graduates may find employment with franchised, independent garages, or they may become self-employed.

#### **Semester Hour Credits**

I. General	Education Courses	
ENG 101	Applied Communications I	3
MAT 101	Applied Mathematics I	3
II. Major	Courses	
AUB 111	Painting and Refinishing I	4
AUB 112	Painting and Refinishing II	4
AUB 114	Special Finishes	2
AUB 121	Non-Structural Damage I	3
AUB 122	Non-Structural Damage II	4
AUB 131	Structural Damage I	
AUB 132	Structural Damage II	4
AUB 134	Auto Body MIG Welding	3
AUB 136	Plastics and Adhesives	3
AUB 150	Automotive Detailing	2
AUB 160	Body Shop Operations	1
AUB 162	Autobody Estimating	2
AUT 171	Heating & Air Conditioning	3
CIS 111	Basic PC Literacy	

Total Credits: ...... 47

FALL SEMESTER I	SUMMER SEMESTER I
AUB 111	AUB 114
AUB 121	AUB 150
AUB 131	AUB 160
AUB 134	AUB 162
CIS 111	AUT 171
MAT 101	

#### SPRING SEMESTER I

AUB 112 AUB 136 AUB 122 ENG 101 AUB 132

## **Boat Building**

The Boat Building program prepares individuals for employment in the boat manufacturing and repair industry. Today's boat builders are skilled craftspeople who can create complex shapes out of a wide variety of materials.

Course work includes reading marine blueprints, lofting, constructing bird cages, building forms, and the safe and proper use of hand and power tools. Wood and composite boat building, production moldmaking, and interior cabinetry and joinery are also covered.

Graduates may find employment with yacht manufacturer's or with other companies needing wood furniture or moldings fabricated and installed. Other employment opportunities can be found in the fiberglass industry and in boat maintenance and repair yards.

#### **Semester Hour Credits**

I. General	Education Courses
ENG 101	Applied Communications I
MAT 101	Applied Mathematics I
II. Major	Courses
BTB 101	Boat Building I
BTB 102	Boat Building II
BTB 103	Yacht Joiner Practices I 4
BTB 104	Yacht Joiner Practices II
BTB 105	Yacht Repair/Renovation 5
DFT 100	Marine Drafting
FBG 100	Fiberglass Mold Making 5
Total Cred	dits: 44

FALL SEMESTER I	SUMMER SEMESTER I
BTB 101	BTB 104
DFT 100	BTB 105

MAT 101 FBG 100

#### SPRING SEMESTER I

BTB 102 BTB 103 ENG 101

## **Carpentry**

The Carpentry curriculum is designed to train students to construct residential structures using standard building materials and hand and power tools. Carpentry skills and a general knowledge of residential construction will also be taught.

Course work includes footings and foundations, framing, interior and exterior trim, cabinetry, blueprint reading, residential planning and estimating, and other related topics. Students will develop skills through hands-on participation.

Graduates should qualify for employment in the residential building construction field as rough carpenters, framing carpenters, roofers, maintenance carpenters and other related job titles.

#### **Semester Hour Credits**

	Schiester Hour	. Credits
I. General	<b>Education Courses</b>	
ENG 101	Applied Communications I	3
	Applied Mathematics I	
II. Major	Courses	
	Blueprint Reading/Construction	2
CAR 110	Introduction to Carpentry	
CAR 111	Carpentry I	
CAR 112	Carpentry II	
CAR 113	Carpentry III	6
CAR 114	Residential Building Codes	
CAR 115	Residential Planning/Estimating	
Total Cross	lita.	20



#### CAPE FEAR COMMUNITY COLLEGE

FALL SEMESTER I
CAR 110
CAR 111
CAR 111
BPR 130

SUMMER SEMESTER I
CAR 113
CAR 114

SPRING SEMESTER I

CAR 112 CAR 115 ENG 101

MAT 101

## Cosmetology

The Cosmetology curriculum is designed to provide competency-based knowledge, scientific/artistic principles, and handson fundamentals associated with the cosmetology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional imaging, hair design, chemical processes, skin care, nail care, multi-cultural practices, business/computer principles, product knowledge, and other selected topics.

Graduates should qualify to sit for the State Board of Cosmetic Arts examination. Upon successfully passing the State Board exam, graduates will be issued a license. Employment is available in beauty salons and as skin/nail specialists, platform artists, and related business.

The listed courses, CFCC Cosmetology competencies, NC State Board Performances and a minimum of 1500 hours are required for graduation.

This curriculum complies with the standard approved by the State Board of Community Colleges.

	Semester Hour Credit	ts
I. General	Education Courses	
ENG 101	Applied Communications	3
ENG 115	Oral Communications	3
II. Major	Courses	
COS 111	Cosmetology Concepts I	4
COS 112	Salon I	
COS 113	Cosmetology Concepts II	4
COS 114	Salon II	8
COS 115	Cosmetology Concepts III	4
COS 116	Salon III	4
COS 117	Cosmetology Concepts IV	2
COS 118	Salon IV	7
Total Cred	Total Credits	



FALL & SPRING SEM I

COS 111

COS 112

ENG 101

FALL & SPRING SEM I

FALL & SPRING SEM I

FALL & SPRING SEM II

COS 117

COS 118

COS 114 PSY 118 EV 6 115

COS 113

## **Dental Assisting**

The Dental Assisting curriculum prepares individuals to assist the dentist in the delivery of dental treatment and to function as integral members of the dental team while performing chairside and related office and laboratory procedures.

Course work includes instruction in general studies, biomedical sciences, dental sciences, clinical sciences, and clinical practice. A combination of lecture, laboratory, and clinical experiences provide students with knowledge in infection/hazard control, radiography, dental materials, preventive dentistry, and clinical procedures.

Graduates may be eligible to take the Dental Assisting National Board Examination to become Certified Dental Assistants. As a Dental Assistant II, defined by the Dental Laws of North Carolina, graduates work in dental offices and other related areas.

"The Commission on Dental Accreditation will review complaints that relate to a program's compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students.

A copy of the appropriate accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago, IL 60611 or by calling 1-800-621-8099 extension 4653."

		Semester Hour Credits	
I. General	<b>Education Courses</b>		
ENG 102	Applied Communications II		
PSY 118	Interpersonal Psychology		
II. Major	Courses		
BIO 106	Anatomy/Physiolog	y/Microbiology 3	
<b>DEN 100</b>	Basic Orofacial Anatomy		
<b>DEN 101</b>	Preclinical Procedures I		
<b>DEN 102</b>	Dental Materials	5	
<b>DEN 103</b>		2	
<b>DEN 104</b>	Dental Health Educa	ation 3	
<b>DEN 105</b>	Practice Management		
<b>DEN 106</b>	Clinical Practice I	5	
<b>DEN 107</b>		5	
<b>DEN 111</b>	Infection/Hazard Control		
DEN 112	Dental Radiography		
	Required Courses		
CIS 111 B	asic PC Literacy	2	
Total Cree	dits	47	
FALL SE	MESTER I	SUMMER SEMESTER I	
BIO 106		CIS 111	
<b>DEN 100</b>		DEN 107	
<b>DEN 101</b>		ENG 102	
<b>DEN 102</b>			
DEN 110			
SPRING S	SEMESTER I		
<b>DEN 103</b>			
<b>DEN 104</b>			

DEN 105 DEN 106 DEN 112

**PSY 118** 

## Early Childhood Associate

DIPLOMA PROGRAM

		Samostan Haun Cradite			
Semester Hour Credits I. General Education Courses					
		3			
_PSY 150	General Psychology	y 3			
II Majan	Caumana				
II. Major COE 111		ience I 1			
-COE 115		Seminar I 1			
EDU 111	Early Childhood Ca	redential I			
-EDU 112	Early Childhood Ca	redential II2			
or					
-EDU 113	Family Credential.	2			
EDU 131		Community 3			
-EDU 146 -EDU 221					
PSY 244		t I 3			
PSY 245	Child Developmen	t II 3			
	1				
	Major Courses				
-EDU 153	Health, Safety and	Nutrition3			
EDU 188	Early Childhood Is	sues2			
or -EDU 235	School Age Dev. & Program				
-EDU 234	Infants, Toddlers and Twos				
ED C 231 Infants, Toddfors and Twos					
IV. Other Required Courses					
CIS 111 Basic PC Literacy					
Total Cre	Total Credits 41				
FAILSE	MESTER I	FALL SEMESTER II			
EDU 111	MESTERT	EDU 234			
	or EDU 235	PSY 245			
ENG 111					
PSY 150					
SDDING (	SEMESTER I	SPRING SEMESTER II			
EDU 112	SEMESTERT	COE 111			
EDU 113		COE 115			
EDU 131		EDU 221			
EDU 146					
EDU 153					
PSY 244					
SUMME	R SEMESTER I				
CIS 111					

## Electrical/Electronics Technology

**DIPLOMA PROGRAM** 

		Semester Hour Credits		
I. General	<b>Education Courses</b>	S		
ENG 111	<b>Expository Writing</b>	5		
MAT 121	Algebra/Trigonome	etry I 3		
II. Major				
BPR 130	Blueprint Reading/	Construction 2		
CIS 111	Basic PC Literacy.	2		
ELC 112	DC/AC Electricity	5		
ELC 113	Basic Wiring I	4		
ELC 114	Basic Wiring II	4		
-ELC 115	Industrial Wiring	4		
-ELC 117	Motors and Controls			
ELC 118	National Electrical	Code 2		
ELC 119	NEC Calculations.			
ELC 125	Diagrams & Schematics			
_ELC 128	Introduction to PLC			
Total Credits:				
PATT OF	ADODED I			
FALL SEMESTER I		SUMMER SEMESTER I		
BPR 130		ELC 115		
CIS 111		ELC 119		
ELC 112		ELC 128		
ELC 113				
MAT 121				
SPRING S	SEMESTER I			
ELC 114				
ELC 117				
ELC 118				
ELC 125				
ENG 111				

## Heavy Equipment and Transport Technology

**Marine Systems Concentration**DIPLOMA PROGRAM

	Semester Hour Cred	its			
I. Gener	al Education Courses				
- ENG 111	Expository Writing	. 3			
	Geometry and Trigonometry				
II. Major Courses					
CIS 111	Basic PC Literacy	. 2			
	Diesel Engines				
	Diesel Electrical Systems				
	·				

—HEI 115	Electronic Engines		
HET 118	Mechanical Orientation		
-HET 121	Marine Engines		
HET 134	Mechanical Fuel	Injection	
HET 145	Marine Electricit	y	4
HET 147	Marine Power Tr	ains	4
WLD 112		rocesses	
Total Cred	lits:	4	]
FALL SE	MESTER I	SUMMER SEMESTER	ı
HET 110		HET 115	
HET 118		HET 134	
HET 121		HET 147	
ENG 111		WLD 112	
SPRING S	SEMESTER I		
CIS 111		,	
HET 112			
HET 145			
MAT 120			

## Industrial Maintenance Technology

The Industrial Maintenance Technology curriculum is designed to prepare or upgrade individuals to service, maintain, repair, or install equipment for a wide range of industries. Instruction includes theory and skill training needed for inspecting, testing, troubleshooting, and diagnosing industrial equipment and physical facilities.

Students will learn technical skills in blueprint reading, electricity, hydraulics/pneumatics, machining, welding, and various maintenance procedures. Practical application in these industrial systems will be emphasized and additional advanced course work may be offered.

Upon completion of any of the various levels of this curriculum, graduates should gain the necessary practical skills and related technical information to qualify for employment or advancement in the various areas of industrial maintenance technology.

	Semester Hour Credi	its
I. General	<b>Education Courses</b>	
ENG 101	Applied Communications I	3
MAT 101	Applied Mathematics I	3
II.Major (	Courses	
AHR 120	HVACR Maintenance	2
BPR 111	Blueprint Reading	2
BPR 121	Blueprint Reading: Mechanical	2
CIS 111	Basic PC Literacy	2
ELC 111	Introduction to Electricity	3
ELC 125	Diagrams and Schematics	
	6	



MEC III	Machine Processes	1	3
MEC 130	Mechanisms		3
MEC 131	Metal Working Pro	cesses	3
MNT 110	Introduction to Mai	ntenance Procedures	2
MNT 111	Maintenance Practic	ces	2
MNT 220	Rigging and Movin	g	2
MNT 230		Systems	
PLU 111		c Plumbing	
WLD 112	Basic Welding Proc	esses	2
Total Cred	lits	4	15
FALL SEN	MESTER I	SUMMER SEMESTER	I
BPR 111		AHR 120	
ELC 111		CIS 111	
MAT 101		ELC 125	
MEC 111		MNT 220	
MEC 131		MNT 230	
MNT 110			
PLU 111			
SPRING S	EMESTER I		

Industrial Safety ...... 2

**ISC** 112

BPR 121 MEC 130 ENG 101 MNT 111 HYD 110 WLD 112

**ISC 112** 

# Marine Propulsion Systems

The Marine Propulsion Systems curriculum is designed to provide training for mechanics through classroom instruction, laboratory experiments, and shop practices in the repair and maintenance of outboard motors, inboard engines, stern drives, and jet propulsion systems.

The course work includes the areas of outboards (introduction, midsection, and rigging), inboards (introduction, engine rebuilds, lower unit systems, transom assembly, and rigging), jet propulsion systems, and high-performance custom systems.

Graduates of the curriculum should qualify for employment opportunities as motorboat mechanics, motorboat mechanic helpers, motor board mechanics (inboard/outboard), and jet ski mechanics. Other employment can be found at marine boat sales and service firms, or they may establish their own service facility.

#### **Semester Hour Credits** I. General Education Courses ENG 111 Expository Writing ...... 3 MAT 140A Survey of Mathematics Lab ...... 1 II. Major Courses: MPS 101 Introduction to Outboards ...... 5 Outboard Powerhead Systems ...... 5 MPS 102 MPS 103 Outboard Lower Unit Systems ...... 5 MPS 104 Outboard Midsection Rigging ...... 5 MPS 105 Introduction to Inboards ...... 5 MPS 106 Inboard Engine Rebuilds ...... 5 Inboard Lower Unit Systems...... 5 MPS 107 Transom Assembly Rigging ...... 5 MPS 108 Total Credits ...... 47 FALL SEMESTER I SUMMER SEMESTER I MAT 140 MAT 140A MPS 106 MPS 101 MPS 107 MPS 102 **MPS 103** SPRING SEMESTER I **ENG 111 MPS 104** MPS 105 **MPS 108**

## Masonry

The Masonry curriculum is designed to prepare individuals to work in the construction industry as masons. Masonry courses provide principles and fundamentals of masonry and experiences necessary to produce quality construction using safe, practical, and reliable work habits.

Course work includes basic mathematics, blueprint reading, and methods used in laying out masonry jobs for residential, commercial, and industrial construction. Upon completion students will be able to read blueprints, estimate structures, construct footings and walks, and lay masonry units.

Upon completion students will be issued a certificate or diploma. Graduates should qualify for employment in the masonry industry as apprentices or masons.

#### Semester Hour Credits

		Semester Hour Creatts
I. General	<b>Education Courses</b>	S
ENG 101	Applied Communic	cations I 3
MAT 101	Applied Mathemat	ics I 3
II. Major	Courses	
BPR 130	Blueprint Reading/	Construction
MAS 110	Masonry I	10
MAS 120	Masonry II	
MAS 130	Masonry III	8
Total Cred	lits:	
FALL SE	MESTER I	SUMMER SEMESTER I
BPR 130		MAS 130
MAS 110		
MAT 101		
SPRING S	SEMESTER I	
ENG 101		
MAS 120		

## Mechanical Engineering Technology

Drafting and Design Track DIPLOMA PROGRAM

The Mechanical Engineering Technology curriculum prepares graduates for employment as mechanical technicians. Typical assignments would include assisting in the design, development, testing and repair of mechanical equipment. Emphasis is placed on the integration of theory and mechanical principles.

Coursework includes applied mechanics, manufacturing meth-

ods and processes, computer usage, computer-aided drafting, mathematics, physics, and oral and written communications. The courses will stress critical thinking, planning, and problem solving.

Graduates of the curriculum will find employment opportunities in the diversified branches of the mechanical field. Mechanical engineering technicians are employed in many types of manufacturing, fabrication, research and development, and service industries.

#### **Semester Hour Credits**

I. General	<b>Education Course</b>			
ENG 111	<b>Expository Writing</b> .		3	
COM 110	Intro to Communica	tion	3	
MAT 121	Algebra/Trigonomet	try I	3	
II. Major				
DFT 111	Technical Drafting I		2	
DFT 111A	Technical Drafting I	Lab	1	
DFT 112	Technical Drafting I	Ι	2	
-DFT 112A	Technical Drafting I	I Lab	1	
DFT 151	CAD I		3	
DFT 152	CAD II		3	
ÐFT 153				
DFT 211	Gears, Cams, & Pull	leys	2	
ISC 112	Industrial Safety		2	
-MAT 122	Algebra/Trigonomet	try II	3	
MEC 110	Introduction to CAD	O/CAM	2	
MEC 111	Machine Processes I	[	3	
MEC 145	Manufacturing Mate	erials I	3	
PHY 131				
Total Cred	lits	4	3	
FALL SEN	MESTER I	SUMMER SEMESTER	I	
COM 110		DFT 153		
DFT 111		DFT 211		
DFT 111A		ISC 112		
DFT 151		PHY 131		
MAT 121				
MEC 111	•		,	

#### SPRING SEMESTER I

DFT 112A DFT 152 ENG 111 MAT 122 MEC 110 MEC 145

**DFT 112** 

## Medical Transcription

The Medical Transcription curriculum prepares individuals to become medical language specialists who interpret and transcribe dictation by physicians and other healthcare professionals in order to document patient care and facilitate delivery of healthcare services.

Students will gain extensive knowledge of medical terminology, pharmacology, human diseases, diagnostic studies, surgical procedures, and laboratory procedures. In addition to word processing skills and knowledge of voice processing equipment, students must master English grammar, spelling, and proofreading.

Graduates should qualify for employment in hospitals, medical clinics, doctors' offices, private transcription businesses, research facilities, insurance companies, and publishing companies. After acquiring work experience, individuals can apply to the American Association for Medical Transcription to become Certified Medical Transcriptionists.

**Semester Hour Credits** 

#### I. General Education Course ENG 111 II. Major Courses **BIO 106** Basic PC Literacy ...... 2 CIS 111 MED 121 Keyboarding ...... 2 OST 131 **OST 136 OST 164 OST 201** Medical Transcription I ...... 4 **OST 202** Medical Transcription II ...... 4 **OST 247** Diagnostic Coding ...... 2 OST 248

FALL SEMESTER I	SUMMER SEMESTER I
BIO 106	CIS 111
ENG 111	OST 202
MED 121	OST 247
OST 131	OST 248
OST 136	

Total Credits ....... 38

#### SPRING SEMESTER I

ENG 114 MED 118 MED 122 OST 164 OST 201

## Pharmacy Technology

The Pharmacy Technology curriculum prepares individuals to assist the pharmacist in duties that a technician can legally perform and to function within the boundaries prescribed by the pharmacist and the employment agency.

Graduates will maintain patient's records; fill prescriptions; maintain inventories; set up, package, and label medication doses; prepare solutions and intravenous additives; and perform clerical duties, including insurance forms and forms required by third-party payers.

Graduates may be employed in hospitals, nursing homes, private and chain drug stores, research laboratories, wholesale drug companies, and pharmaceutical manufacturing facilities. Graduates will qualify to take the National Certification Examination developed by the Pharmacy Technician Certification Board.

tion board.		Compatent Hann Condita
T C 1	E1 4 0	Semester Hour Credits
	<b>Education Courses</b>	
BIO 106		ficro 3
ENG 102		ations II 3
PSY 118	Interpersonal Psycho	ology 3
II. Major (		3
PHM 111		4
PHM 115	Pharmacy Calculation	ons 3
	Pharmacy Calculation	ons Lab 1
PHM 118	Sterile Products	4
PHM 120		3
PHM 125		3
PHM 132		
PHM 136		6
PHM 140		
III. Other	Major Courses	
CIS 111	Basic PC Literacy	2
PHM 155	Community Pharma	cy 3
Total Cred	lits	45
	MESTER I	SUMMER SEMESTER I
BIO 106		ENG 102
CIS 111		PHM 125
PHM 110		PHM 132
PHM 111		PHM 140
PHM 115		PHM 155
PHM 115A	λ.	
	SEMESTER I	
PHM 118		
PHM 120		
PHM 136		

**PSY 118** 

## **Practical Nursing**

The Practical Nursing curriculum prepares individuals with the knowledge and skills to provide nursing care to children and adults.

Students will participate in assessment, planning, implementing, and evaluating nursing care.

Graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-PN) which is required for practice as a Licensed Practical Nurse. Employment opportunities include hospitals, rehabilitation/long term care/home health facilities, clinics, and physicians' offices.

#### **Semester Hour Credits**

i. Otherai	<b>Education Courses</b>	
BIO 106	Intro to Anat/Phys/1	Micro 3
ENG 111		3
PSY 150		<i>y</i> 3
PSY 241		ch 3
II. Major (	OHEGE	
		11
NUK 101	Dractical Nursing 1	
NUK 103	Practical Nursing II	I 10
III. Other	<b>Required Courses</b>	
CIS 111	Basic PC Literacy	2
Total Cred	lits	47
	MESTER I	SUMMER SEMESTER I
	MESTER I	SUMMER SEMESTER I CIS 111
FALL SEN	MESTER I	
FALL SEN BIO 106	MESTER I	CIS 111
FALL SEM BIO 106 NUR 101 PSY 150		CIS 111
FALL SEM BIO 106 NUR 101 PSY 150 SPRING S	MESTER I EMESTER I	CIS 111
FALL SEN BIO 106 NUR 101 PSY 150 SPRING S		CIS 111
FALL SEM BIO 106 NUR 101 PSY 150 SPRING S ENG 111 NUR 102		CIS 111
FALL SEN BIO 106 NUR 101 PSY 150 SPRING S		CIS 111

## Welding Technology

The Welding Technology curriculum provides students with a sound understanding of the science, technology, and applications essential for successful employment in the welding and metal industry.

Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses in math, blueprint reading, metallurgy, welding inspection, and destructive and non-destructive testing provides the student with industry-standard skills developed through classroom training and practical application.



Successful graduates of the Welding Technology curriculum may be employed as entry level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.

	Semester Hour Credits	
I. General	<b>Education Courses</b>	
ENG 101	Applied Communications I 3	
MAT 101	Applied Mathematics I	
II. Major	Courses	
CIS 111	Basic PC Literacy	
WLD 110	Cutting Processes	
WLD 115	SMAW (Stick) Plate	
WLD 116	SMAW (Stick) Plate/Pipe 4	
WLD 121	GMAW (MIG) FCAW/Plate 4	
WLD 131	GTAW (TIG) Plate	
WLD 132	GTAW (TIG) Plate/Pipe	
WLD 141	Symbols and Specifications 3	
WLD 143	Welding Metallurgy	
WLD 215	SMAW (Stick) Pipe 4	
WLD 231	GTAW (TIG) Pipe	
	(	
Total Cred	dits:	
Total Cicuits		
FALL SE	MESTER I SUMMER SEMESTER I	

#### **MAT 101 WLD 215 WLD 231 WLD 110 WLD 115** WLD 131

WLD 141

SPRING SEMESTER I **CIS 111 ENG 101 WLD 116** WLD 121 **WLD 132 WLD 143** 

## CERTIFICATE PROGRAMS

## Air Conditioning, Heating, and Refrigeration Technology

**CERTIFICATE PROGRAM** (EVENINGS)

FALL SEMESTER I AHR 110 SPRING SEMESTER I

AHR 114 ELC 111

## Autobody Repair

**CERTIFICATE PROGRAM** 

FALL SEMESTER I AUB 111

**AUB 134** 

SPRING SEMESTER I

AUB 121 AUB 131

## Basic Law Enforcement Training

**CERTIFICATE PROGRAM** 

The Basic Law Enforcement Training curriculum Certification Examination mandated by the North Carolina Criminal Justice Education and Training Standard Commission and/or it prepares individuals to take the Justice Officers Basic Training Certification Examination mandated by the North Carolina Sheriffs' Education and Training Standards Commission. Successful completion of the curriculum certificate program requires that the student satisfy the minimum requirements for certification by the Criminal Justice Commission and/or the Sheriff's Commission. The student satisfactory completing this program should possess at least the minimum degree of general attributes, knowledge, and skills to function as an inexperienced law enforcement officer.

Job opportunities are available with state, county, and municipal governments in North Carolina. In addition, knowledge, skills, and abilities acquired in this course of study qualify one for job opportunities with private enterprises in such areas as industrial, retail, and private security.

#### CJC-100 - Law Enforcement Training

Prerequisite: Sponsorship letter required and approval of Director.

This course is designed to provide the student with basic skills and basic knowledge necessary to perform those tasks essential to function in law enforcement. The course consists of 602 hours of instruction in the following topic areas:

Course Orientation	2
Physical Fitness Training	54
Ethics of Professional Law Enforcement	
Arrest, Search & Seizure/Constitutional Law	28
Elements of Criminal Law	24
Communication Skills for Law Enforcement Officers	8
Law Enforcement Radio Procedures &	
Communication Systems	8
Field Notetaking & Report Writing	12
Interviews: Field & In-Custody	
Subject Control/Arrest Techniques	40
Juvenile Laws & Procedures	
Fingerprinting & Photographing Arrestees	6
Dealing with Victims & the Public	
Firearms	
Criminal Investigation	32
ABC Laws and Procedures	4
Motor Vehicle Law	20
Law Enforcement Driver Training	40
Crime Prevention Techniques	
First Responder	40
Domestic Violence Response	12
Controlled Substances	10
Techniques of Traffic Law Enforcement	24
In-Custody Transportation	
Traffic Accident Investigation	
Explosives & Hazardous Material Emergencies	12
Individuals with Mental Illness and Retardation	8
Crowd Management	12
Preparing for & Testifying In Court	12
Patrol Techniques	20
Sheriff's Responsibilities: Detention Duties	4
Sheriff's Responsibilities: Court Duties	6
Civil Process	
Testing	20
Total Hours	602
Total Credits	18

## **Boat Building**

CERTIFICATE PROGRAM (EVENINGS)

	Semester Hour Credits
Major Courses	<i>f</i>
BTB 101A Boat Building IA	5
BTB 101B Boat Building IB	5
DFT 100 Marine Drafting	2
Total Credits:	12
FALL SEMESTER I	SPRING SEMESTER I
BTB 101A	BTB 101B
DFT 100	

## Computer Engineering **Technology**

NETWORKING CERTIFICATE PROGRAM

The Computer Engineering Technology Networking Certificate Program prepares individuals for the following type of entry level position: Computer Repair Technician, Computer Technician, Hardware/Software Installer, Network Technician, Network Administrator, Network Installer, and Network Support Specialist. Upon completion of this certificate program, the student will be prepared for and may elect to take the following certification tests: A+, Network+, Certified NetWare Administrator.

#### **Semester Hour Credits Major Courses** CIS 111 Basic PC Literacy ...... 2 CET 111 Computer Upgrade and Repair I ...... 3 **CET 211** Computer Upgrade and Repair II ...... 3 **ELN 237 ELN 238** Total Hours ...... 14 **FALL SEMESTER I** SPRING SEMESTER I CIS 111 **CET 211 CET 111 ELN 238 ELN 237**

## Computer Engineering **Technology**

WEB DEVELOPMENT CERTIFICATE PROGRAM

The Computer Engineering Technology Web Development certificate program prepares individuals for the following type of entry level position: Web Manager, Web Page Designer, Web Site Developer, and Web Technician.

Prerequisite: CET 211 or permission of the instructor.

		Semester Hour Credits
Major Co	urses	
⇒ESC 133	C Programming	3
-CIS 172		t 3
CIS 130	Survey of Operatir	g Systems 3
CSC 148	Java Programming	172.4
CET 245	Internet Servers	3
CSC 248		ramming 3
Total Hou	ırs	
SUMMER	R SEMESTER I	SPRING SEMESTER I
CSC 133	V	CET 245
CIS 172		CSC 248
FALL SE	MESTER I	

## CSC 148

Culii	nary Tec	hnology
CERTIFIC	CATE PROGRAM	
	1	Semester Hour Credits
Major Cou		
COE 111	Co-Op Work Experi	ience 1
COE 121	Co-Op Work Experi	ience 1
-CUL 110	Sanitation and Safet	y 2
-CUL 110A	Sanitation and Safet	y Lab 1
-CUL 140		s 5
-CUL 160		
<b>CUL</b> 240	Advanced Culinary	Skills 3
	· ·	
Total Hours	S	
FALL SEN	MESTER I	SUMMER SEMESTER I
CUL 110		COE 111
CUL 110A		COE 121
CUL 140		
SPRING S	EMESTER I	
CUL 160		
CUL 240		
SPRING S CUL 160	EMESTER I	

## Customer Service

#### **CERTIFICATE PROGRAM**

This program stresses the importance of customer relations in the business world. Emphasis is placed on developing communication tools, understanding the business environment and learning how to respond to complex customer requirements and to efficiently handle stressful situations. Upon completion, students should be able to demonstrate the ability to understand and communicate with customers and resolve problems and complaints.

#### **Semester Hour Credits**

Major Cou		
CIS 111	Basic PC Literacy	. 2
COM 110	Introduction to Communications	. 3
MKT 223	Customer Service	. 3
BUS 240	Business Ethics	. 3
MKT 120	Principles of Marketing	. 3
	or	
BUS 121	Business Math	
Total Hou	rs	14

FALL SEMESTER I
CIS 111
COM 110
BUS 240

SPRING SEMESTER I MKT 223

MKT 120 or BUS 121

## Early Childhood Associate

#### **CERTIFICATE PROGRAM**

The Early Childhood curriculum is designed to prepare individuals to work with children from infancy through middle childhood in diverse learning environments.

Course work includes child growth and development for typically developed children and special needs children, guidance of children, communication with children, their parents and community agencies and resources as well as an early childhood overview presented through the state mandated credential classes.

#### **Semester Hour Credits**

Major Co	urses	
EDU 111	Early Childhood Credential I	2
EDU 112	Early Childhood Credential II	2
or		
EDU 113	Family Credential	2
<b>EDU</b> 131	Child, Family and Community	3
<b>EDU 146</b>	Child Guidance	3
PSY 150	General Psychology	3
PSY 244	Child Development I	3
Total Cred	its	16
(Offered o	over two semesters)	

# Electronics Engineering Technology

CERTIFICATE PROGRAM (EVENINGS)

FALL SEMESTER I ELC 131 MAT 121

SPRING SEMESTER I

ELC 133 ELN 131

## Environmental Science Technology

UNDER REVIEW

Please see Registrar before signing up for any of the Environmental certificate programs.

AIR QUALITY CERTIFICATE PROGRAM (DAY AND EVENINGS)

FALL SEMESTER I ENV 110 CHM 131

**CHM 131A** 

SPRING SEMESTER I

ENV 222 CHM 132

ENVIRONMENTAL HEALTH & SAFETY CERTIFICATE PROGRAM (DAY AND EVENINGS)

FALL SEMESTER I ENV 110 BIO 111 SPRING SEMESTER I

ISC 121

FALL SEMESTER II ENV 218

**SPRING SEMESTER II** ENV 226

ENVIRONMENTAL SCIENCE & LAW CERTIFICATE PROGRAM (DAY AND EVENINGS)

FALL SEMESTER I

ENV 110 BIO 111

FALL SEMESTER II ENV 218 SPRING SEMESTER II

ENV 226

## WASTEWATER AND WASTE MANAGEMENT CERTIFICATE PROGRAM

(DAY AND EVENINGS)

FALL SEMESTER I	SPRING SEMESTER I
ENV 110	WAT 110
CHM 131	CHM 132
CHM 131A	

FALL SEMESTER II ENV 210

## WATER QUALITY CERTIFICATE PROGRAM (DAY AND EVENINGS)

FALL SEMESTER I	SPRING SEMESTER I
ENV 110	WAT 110
CHM 131	CHM 132
CHM 131A	ENV 214

OSHA HAZWOPER Certification for Waste Site Workers: (per 29 CFR 1910.120)

As part of laboratory and classroom exercises for ENV 210 students will be provided the 40-hour training required by OSHA for hazardous waste site workers and emergency response. Those students who successfully pass the written test at the end of the 40-hour curriculum will be awarded the OSHA- and HMTR-endorsed certificate for HAZWOPER (hazardous waste site operations and emergency response). To be eligible for this certificate, students must enroll in ENV 210 Management of Waste.

Please contact the Lead Instructor for the Environmental Science Technology Program at 251-5628 for additional information regarding the HAZWOPER certificate program.

## Esthetics Technology

#### **CERTIFICATE PROGRAM**

The Esthetics Technology curriculum provides competencybased knowledge, scientific/artistic principles and hands-on fundamentals associated with the art of skin care. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional Esthetics Technology, business/human relations, product knowledge, and other related topics.

Graduates should be prepared to take the North Carolina Cosmetology State Board Licensing Exam and upon passing be licensed and qualify for employment in beauty and cosmetic/skin care salons, as a platform artist, and in related businesses.

#### 

## Hotel/Restaurant Management

CERTIFICATE PROGRAM LODGING TRACK

# Semester Hour Credits Major Courses COE 111 Co-op Work Experience I 1 (omit if HRM 115/A is elective) CUL 125 Hospitality Info Sys 2 HRM 110 Intro to Hospitality 2 HRM 120 Front Office Procedures 3 HRM 120AFront Office Proced Lab 1 HRM 140 Hospitality Tourism Law 3 HRM 210 Meetings & Conventions 3 HRM Approved Elective: HRM 115/A Housekeeping Lab 1 HRM 240 Hospitality Marketing 3 or HRM 245 Hosp Human Resource Mgt 3

FALL SEMESTER I	SPRING SEMESTER I
HRM 110	HRM 120
CUL 125	HRM 120A
HRM 140	HRM 210
COE 111	HRM Approved Elective
(if HRM 115/A not chosen)	

## Hotel Restaurant Management

CERTIFICATE PROGRAM RESTAURANT TRACK

	Semester Hour Credit	5
Major Cou	rses	
COE 111	Co-op Work Experience I	1
CUL110	Sanitation & Safety	2
CUL 110A	Sanitation & Safety Lab	1
	·	



€CUL 135A Food & Bev Ser	rv Lab		
HRM 110 Intro to Hospitality			
	Restaurant Management		
	Restaurant Management Lab		
HRM 245 Hosp Human Re	esource Mgt		
Total Hours  FALL SEMESTER I	CDDING SEMESTED I		
	SPRING SEMESTER I		
CUL 110	COE 111		
CUL 110A	HRM 215		
CUL 135	HRM 215A		
CUL 135A	HRM 245		
HRM 110			

## Information Systems

#### **CERTIFICATE PROGRAM**

The Information Systems certificate program prepares individuals for an entry level position in computer data entry and computer upgrade and repair. Upon completion of this certificate program, the student will be prepared for and may elect to take the following Microsoft<sup>TM</sup> certification tests: A+, Microsoft<sup>TM</sup> Office User Specialist (MOUS) -Access, and MOUS-Excel.

# Semester Hour Credits Major Courses. BUS 137 Principles of Management ... 3 CET 111 Computer Upgrade and Repair I ... 3 CET 211 Computer Upgrade and Repair II ... 3 CIS 110 Introduction to Computers ... 3 CIS 120 Spreadsheets I ... 3 CIS 152 Database Concepts and Applications ... 3

FALL SEMESTER I	SPRING SEMESTER I
BUS 137	CIS 120
CET 111	CIS 152
CIS 110	CET 211

Total Hours ...... 18

## LPN Refresher

#### **CERTIFICATE PROGRAM**

The Licensed Practical Nurse Refresher curriculum provides a refresher course for individuals previously licensed as Practical Nurses and who are ineligible for reentry into nursing practice due to a lapse in licensure for five or more years. Individuals entering this curriculum must have been previously licensed as a Practical Nurse.

Course work includes common medical-surgical conditions and nursing approaches to their management, including mental health principles, pharmacological concepts, and safe clinical nursing practice.

Graduates will be eligible to apply for reinstatement of licensure by the North Carolina Board of Nursing. Employment opportunities include hospitals, long term care facilities, clinics, physicians' offices, industry, and community health agencies.

Major Cou NUR 107		Semester Hour Credits
Total Hou	rs	
CERTIFIC	hining T CATE PROGRAM DEVENINGS)	<i>Eechnology</i>
Major Cou	ırses	Semester Hour Credits
		bgy I 6
MAC 112	Machining Technol	ogy II 6
MAC 122	CNC Turning	2
MAC 124	CNC Milling	2
MAC 131	Blueprint Reading/N	Mach I 2
Total Hours		
FALL SEN	MESTER I	SUMMER SEMESTER I
MAC 111		MAC 124
MAC 131		

#### SPRING SEMESTER I

MAC 112 MAC 122

# Manicuring/Nail Technology

CERTIFICATE PROGRAM (EVENINGS)

The Manicuring/Nail Technology curriculum provides competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the nail technology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional nail technology, business/computer principles, product knowledge, and other related topics.

Graduates should be prepared to take the North Carolina Cosmetology State Board Licensing Exam and upon passing be licensed and qualify for employment in beauty and nail salons, as a platform artist, and in related businesses.

#### **Semester Hour Credits**

Major Co		
COS 121	Manicure/Nail	Геchnology I 6
		Fechnology II 6
Total Cre	dit:	12
	MESTER I	SPRING SEMESTER I
COS 119 COS 120		COS 121
COS 120		COS 122

# Marine Propulsion Systems

**CERTIFICATE PROGRAM** (EVENINGS)

•	Semester Hou	ur Credits
Major Co	urses:	
MPS 101	Introduction to Outboards	5
MPS 102	Outboard Powerhead Systems	5
MPS 103	Outboard Lower Unit Systems	5
<b>Total Cree</b>	dits	15

FALL SEMESTER I SUI MPS 101 MP

SUMMER SEMESTER I MPS 103

SPRING SEMESTER I MPS 102

## Mechanical Engineering Technology

Drafting and Design Track
CERTIFICATE PROGRAM
(DAY & EVENINGS)

	rrses: \	
DFT 111	Technical Drafting I	. 2
DFT 111A	Technical Drafting I Lab	. 1
	Technical Drafting II	
	Technical Drafting II Lab	
	CAD I	
DFT 152	CAD II	. 3
Total Cred	lits:	12

FALL SEMESTER I

DFT 111

DFT 111A

DFT 112A

DFT 151

DFT 152

SPRING SEMESTER I

DFT 112

DFT 112A

DFT 152



## Phlebotomy

CERTIFICATE PROGRAM

The Phlebotomy curriculum prepares individuals to obtain blood and other specimens for the purpose of laboratory analysis.

Course work includes proper specimen collection and handling, communication skills, and maintaining patient data.

Graduates may qualify for employment in hospitals, clinics, physician's offices, and other health care settings and may be eligible for national certification as phlebotomy technicians.

#### **Semester Hour Credits**

Major Courses		
PBT 100	Phlebotomy Technology	6
PBT 101	Phlebotomy Practicum	3
PSY 118	Interpersonal Psychology	3
Total Credits 12		

### Real Estate

**Major Courses** 

#### CERTIFICATE PROGRAM

The Real Estate curriculum provides the prelicensing education required by the North Carolina Real Estate Commission, prepares individuals to enter the profession, and offers additional education to meet professional development needs.

Course work includes the practices and principles of real estate, emphasizing financial and legal applications, property development, and property values.

Graduates should qualify for North Carolina Real Estate Sales and Broker examinations. They should be able to enter apprenticeship training and to provide real estate services to consumers in a competent manner.

#### **Semester Hour Credits**

RLS 112	Real Estate Fundamentals	. 5
RLS 113	Real Estate Mathematics	. 2
<b>RLS 117</b>	Real Estate Broker	
Students m	nust take at least 2 SHC from among the following	ng:
	Professional Development	
CIS 111	Basic PC Literacy	. 2
	Customer Service	
m ~		
Total Credits		

## Real Estate Appraisal

#### CERTIFICATE PROGRAM

The Real Estate Appraisal curriculum is designed to prepare individuals to enter the appraisal profession as a registered trainee and advance to licensed or certified appraiser levels.

Course work includes appraisal theory and concepts with applications, the North Carolina Appraisers Act, North Carolina Appraisal Board rules, and the Uniform Standards of Professional Appraisal Practice.

Graduates should be prepared to complete the North Carolina Registered Trainee Examinations and advance to licensure or certification levels as requirements are met.

#### **Semester Hour Credits**

	Semester Hour Create
Major Co	ourses
<b>REA</b> 101	Intro. to Real Estate Appraisal R-1
	Valuation Principles & Practices R-2
	Applied Residential Property Valuation R-3 2
REA 201	Intro. to Income Property Appraisal G-1 22
<b>REA 202</b>	Advanced Income
	Capitalization Procedures G-2
REA 203	Applied Income Property Valuation G-3
Total Cre	odite 1



## Truck Driver Training

#### CERTIFICATE PROGRAM

The Truck Driver Training curriculum prepares individuals to drive tractor trailers rigs. This program teaches proper driving procedures, safe driver responsibility, commercial motor vehicle laws and regulations, and the basic principles and practices for operating commercial vehicles.

The course work includes motor vehicle laws and regulations, map reading, vehicle maintenance, safety procedures, daily logs, defensive driving, freight handling, security, and fire protection. Highway driving, training range exercises, and classroom lectures are used to develop the student's knowledge and skills.

Graduates of the curriculum are qualified to take the Commercial Driver's License and employable by commercial trucking firms. They may also become owner-operators and work as private contract haulers.

#### Semester Hour Credits

Major Cou	ırses	Semester .	Hour	Cicuit	,
TRP 100	Truck Driver Training			12	2
Total Cred	lits:		•••••	12	2

## Welding Technology

CERTIFICATE PROGRAM (EVENINGS)

	/		
	/	Semester Hour Credits	
Major Co	ırses /		
WLD 110	Cutting Processes	2	
WLD 115	SMAW (Stick) Plate	e 5	
WLD 116	SMAW (Stick) Plate	e/Pipe 4	
		4	
	V		
Total Hours 15			
FALL SEMESTED I SDDING SEMESTED I			

FALL SEMESTER I	SPRING SEMESTER I
WLD 110	WLD 116
WLD 115	WLD 131

**COURSE DESCRIPTIONS** 

ACC 120 Prin of Accounting I

Prerequisites: Proficiency in reading or a grade of "C" or better in ENG 095.

Corequisites: None

This course introduces the basic principles and procedures of accounting. Emphasis is placed on collecting, summarizing, analyzing, and reporting financial information. Upon completion, students should be able to analyze data and prepare journal entries and reports as they relate to the accounting cycle.

**ACC 121 Prin of Accounting II** 

Prerequisites: Requires a grade of "C" or above in ACC 120

Corequisites: None

This course is a continuation of ACC 120. Emphasis is placed on corporate and managerial accounting for both external and internal reporting and decision making. Upon completion, students should be able to analyze and record corporate transactions, prepare financial statements and reports, and interpret them for management.

**ACC 131 Federal Income Taxes** 

3

Prerequisites: ACC 120 or permission of instructor

Corequisites: None

This course provides an overview of federal income taxes for individuals, partnerships, and corporations. Emphasis is placed on the application of the Internal Revenue Code to preparation of tax returns for individuals, partnerships, and corporations. Upon completion, students should be able to complete federal tax returns for individuals, partnerships, and corporations.

ACC 150 Computerized Gen Ledger 1 2

Prerequisites: ACC 120 and CIS 110 or CIS 111

Corequisites: None

This course introduces microcomputer applications related to the major accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems.

**ACC 175 Hotel & Restaurant Acct** 

Prerequisites: None

Corequisites: None

This course covers generally accepted accounting principles and the uniform system of accounts for small hotels and motels of the American Hotel and Motel Association. Emphasis is Class Lab Clinical Credi

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placed on the accounting cycle, analysis of financial statements, and payroll procedures including treatment of tips Upon completion, students should be able to demonstrate competence in the accounting principles and procedures used in hotels and restaurants.

ACC 220 Intermediate Accounting I

Prerequisites: ACC 121

Corequisites: None

This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and statements and extensive analyses of balance sheet components. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards.

**ACC 221 Intermediate Acct II** 

Prerequisites: ACC 220 Corequisites: None

This course is a continuation of ACC 220. Emphasis is placed on special problems which may include leases, bonds, investments, ratio analyses, present value applications, accounting changes, and corrections. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

**ACC 225 Cost Accounting** 

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Prerequisites: ACC 121

Corequisites: None

This course introduces the nature and purposes of cost accounting as an information system for planning and control. Topics include direct materials, direct labor, factory overhead, process, job order, and standard cost systems. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

**ACC 269 Auditing** 

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Prerequisites: ACC 220

Corequisites: None

This course covers the overall framework of the process of conducting audits and investigations. Emphasis is placed on collecting data from working papers, arranging and systematizing the audit, and writing the audit report. Upon completion, students should be able to demonstrate competence in applying the generally accepted auditing standards and the procedures for conducting an audit.

AHR 110 Intro to Refrigeration

5

Prerequisites: None Corequisites: None

This course introduces the basic refrigeration process used in mechanical refrigeration and air conditioning systems. Topics include terminology, safety, and identification and function of components; refrigeration cycle; and tools and instrumentation used in mechanical refrigeration systems. Upon completion, students should be able to identify refrigeration systems and components, explain the refrigeration process, and use the tools and instrumentation of the trade.

AHR 112 Heating Technology

4

Prerequisites: None Corequisites: None

This course covers the fundamentals of heating including oil, gas, and electric heating systems. Topics include safety, tools and instrumentation, system operating characteristics, installation techniques, efficiency testing, electrical power, and control systems. Upon completion, students should be able to explain the basic oil, gas, and electrical heating systems and describe the major components of a heating system.

**AHR 113 Comfort Cooling** 

4

Prerequisites: AHR 110 Corequisites: None

This course covers the installation procedures, system operations, and maintenance of residential and light commercial comfort cooling systems. Topics include terminology, component operation, and testing and repair of equipment used to control and produce assured comfort levels. Upon completion, students should be able to use psychometrics, manufacturer specifications, and test instruments to determine proper system operation.

AHR 114 Heat Pump Technology

Prerequisites: AHR 110 or AHR 113

Corequisites: None

This course covers the principles of air source and water source heat pumps. Emphasis is placed on safety, modes of operation, defrost systems, refrigerant charging, and system performance. Upon completion, students should be able to understand and analyze system performance and perform routine service procedures.

AHR 115 Refrigeration Systems

2 1

Prerequisites: AHR 110 Corequisites: None

This course introduces refrigeration systems and applications. Topics include defrost methods, safety and operational control, refrigerant piping, refrigerant recovery and charging, and leak testing. Upon completion, students should be able to assist

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in installing and testing refrigeration systems and perform simple repairs.

**AHR 120 HVAC Maintenance** 

2

Prerequisites: None Corequisites: None

This course introduces the basic principles of industrial air conditioning and heating systems. Emphasis is placed on preventive maintenance procedures for heating and cooling equipment and related components. Upon completion, students should be able to perform routine preventive maintenance tasks, maintain records, and assist in routine equipment

AHR 130 HVAC Controls

Prerequisites: AHR 111 or ELC 111

3

Corequisites: None

This course covers the types of controls found in residential and commercial comfort systems. Topics include electrical and electronic controls, control schematics and diagrams, test instruments, and analyis and troubleshooting of electrical systems. Upon completion, students should be able to diagnose and repair common residential and commercial comfort system controls.

AHR 133 HVAC Servicing

Prerequisites: None

Corequisites: AHR 112 or AHR 113

The course covers the maintenance and servicing of HVAC equipment. Topics include testing, adjusting, maintaining, and troubleshooting HVAC equipment and record keeping. Upon completion, students should be able to adjust, maintain, and service HVAC equipment.

AHR 140 All-Weather Systems 1 3 0

2

Prerequisites: AHR 112 or AHR 113

Corequisites: None

This course covers the principles of combination heating and cooling systems including gas-electric, all-electric, and oil-electric systems. Topics include PTAC's and package and split-system units. Upon completion, students should be able to understand systems performance and perform routine maintenance procedures.

AHR 151 HVAC Duct Systems I

2

Prerequisites: None

Corequisites: None

This course introduces the techniques used to lay out and fabricate duct work commonly found in HVAC systems. Emphasis is placed on the skills required to fabricate duct work. Upon completion, students should be able to lay out and fabricate simple duct work.

AHR 160 Refrigerant Certification 1 0

Prerequisites: None Corequisites: None

This course covers the requirements for the EPA certification examinations. Topics include small appliances, high pressure systems, and low pressure systems. Upon completion, students should be able to demonstrate knowledge of refrigerants and be prepared for the EPA certification examinations.

AHR 211 Residential System Design 2 2 0 3

Prerequisites: None Corequisites: None

This course introduces the principles and concepts of conventional residential heating and cooling system design. Topics include heating and cooling load estimating, basic psychometrics, equipment selection, duct system selection, and system design. Upon completion, students should be able to design a basic residential heating and cooling system.

**ANT 210 General Anthropology** 3 0 0 3 Prerequisites: Proficiency in reading or a grade of "C" or better in ENG 095

Corequisites: None

This course introduces the physical, archaeological, linguistic, and ethnological fields of anthropology. Topics include human origins, genetic variations, archaeology, linguistics, primatology, and contemporary cultures. Upon completion, students should be able to demonstrate an understanding of the four major fields of anthropology.

ARC 111 Intro to Arch Technology 1 6 0 3

Prerequisites: None Corequisites: None

This course introduces basic architectural drafting techniques, lettering, use of architectural and engineer scales, and sketching. Topics include orthographic, isometric, and oblique drawing techniques using architectural plans, elevations, sections, and details; reprographic techniques; and other related topics. Upon completion, students should be able to prepare and print scaled drawings within minimum architectural standards.

ARC 112 Constr Matls & Methods 3 2 0 4

Prerequisites: None Corequisites: None

This course introduces construction materials and their methodologies. Topics include construction terminology, materials and their properties, manufacturing processes, construction techniques, and other related topics. Upon completion, students should be able to detail construction assemblies and identify construction materials and properties.

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**ARC 113 Residential Arch Tech** 

Prerequisites: ARC 111 Corequisites: ARC 112

This course covers intermediate residential working drawings. Topics include residential plans, elevations, sections, details, schedules, and other related topics. Upon completion, students should be able to prepare a set of residential working drawings that are within accepted architectural standards.

**ARC 114 Architectural CAD** 

1 3 0 2

Prerequisites: ARC 111 or LAR 111

Corequisites: None

This course introduces basic architectural CAD techniques. Topics include basic commands and system hardware and software. Upon completion, students should be able to prepare and plot architectural drawings to scale within accepted architectural standards.

ARC 114A Architectural CAD Lab 0 3 0

Prerequisites: ARC 111 Corequisites: ARC 114

This course provides a laboratory setting to enhance architectural CAD skills. Emphasis is placed on further development of commands and system operation. Upon completion, students should be able to prepare and plot scaled architectural drawings.

**ARC 131 Building Codes** 

2 0

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Prerequisites: ARC 112 Corequisites: None

This course covers the methods of researching building codes for specific projects. Topics include residential and commercial building codes. Upon completion, students should be able to determine the code constraints governing residential and commercial projects.

ARC 211 Light Constr Technology 1 6 0 3 Prerequisites: ARC 111, ARC 113, ARC 220

Corequisites: ARC 112, ARC 221

This course covers working drawings for light construction. Topics include plans, elevations, sections, and details; schedules; and other related topics. Upon completion, students should be able to prepare a set of working drawings which are within accepted architectural standards.

ARC 213 Design Project 2 6 0 4 Prerequisites: ARC 114, ARC 211, ARC 221, ARC 230

Corequisites: None

This course provides the opportunity to design and prepare a set of contract documents within an architectural setting. Topics include schematic design, design development, con-

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struction documents, and other related topics. Upon completion, students should be able to prepare a set of commercial contract documents.

ARC 220 Adv Architect CAD 1 3

Prerequisites: ARC 114 Corequisites: None

This course provides file management, productivity, and CAD customization skills. Emphasis is placed on developing advanced proficiency techniques. Upon completion, students should be able to create prototype drawings and symbol libraries, compose sheets with multiple details, and use advanced drawing and editing commands.

ARC 221 Architectural 3-D CAD 1 4 0 3

Prerequisites: ARC 114 Corequisites: ARC 220

This course introduces architectural three-dimensional CAD applications. Topics include three-dimensional drawing, coordinate systems, viewing, rendering, modeling, and output options. Upon completion, students should be able to prepare architectural three-dimensioning drawings and renderings.

ARC 230 Environmental Systems 3 3 0 4

Prerequisites: ARC 111 and MAT 121

Corequisites: ARC 220

This course introduces plumbing, mechanical (HVAC), and electrical systems for the architectural environment. Topics include basic plumbing, mechanical, and electrical systems for residential and/or commercial buildings with an introduction to selected code requirements. Upon completion, students should be able to develop schematic drawings for plumbing, mechanical, and electrical systems and perform related calculations.

ARC 231 Arch Presentations 2 4 0 4

Prerequisites: ARC 111 Corequisites: ARC 221

This course introduces architectural presentation techniques. Topics include perspective drawing, shadow projection, texturization, rendered plans, elevations, and other related topics. Upon completion, students should be able to present ideas graphically and do rendered presentation drawings.

ARC 235 Architectural Portfolio 2 3 0 3

Prerequisites: ARC 211, ARC 220, ARC 221

Corequisites: None

This course covers the methodology for the creation of an architectural portfolio. Topics include preparation of marketing materials and a presentation strategy using conventional and/or digital design media. Upon completion, students should be able to produce an architectural portfolio of selected projects.

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**ARC 241 Contract Administration** 

Prerequisites: ARC 112, ARC 131

Corequisites: None

This course covers the techniques for reviewing the progress of construction projects. Topics include site observations, field reports, applications for payment, change orders, and other related topics. Upon completion, students should be able to review construction progress and produce appropriate documentation.

ARC 250 Survey of Architecture

3 0 0 3

Prerequisites: ENG 111 Corequisites: None

This course introduces the historical trends in architectural form. Topics include historical and current trends in architecture. Upon completion, students should be able to demonstrate an understanding of significant historical and current architectural styles.

ARC 264 Digital Architecture 1 3 0

Prerequisites: ARC 114 and ARC 221

Corequisites: ARC 220

This course covers multiple digital architectural techniques. Topics include spreadsheets and word processing procedures, on-line resources, modems, e-mail, image capture, multimedia, and other related topics. Upon completion, students should be able to transmit/receive electronic data, create multimedia presentations, and produce a desktop publishing document.

**ART 111 Art Appreciation** 3 0 0 3 Prerequisites: Proficiency in reading or a grade of "C" or better

Prerequisites: Proficiency in reading or a grade of "C" or bette in ENG 095

Corequisites: None

This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms including but not limited to sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media.

ART 114 Art History Survey I 3 0 0 3

Prerequisites: Proficiency in reading or a grade of "C" or better in ENG 095

Corequisites: None

This course covers the development of art forms from ancient times to the Renaissance. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development.

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**ART 115 Art History Survey II** 

3 0 0 3

0 6 0 3

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Prerequisites: Proficiency in reading or a grade of "C" or better in ENG 095 Corequisites: None

This course covers the development of art forms from the Renaissance to the present. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development.

**ART 116 Survey of American Art** 

3 0 0 3

Prerequisites: Proficiency in reading or a grade of "C" or better

in ENG 095

Corequisites: None

This course covers the development of American art forms from colonial times to the present. Emphasis is placed on architecture, painting, sculpture, graphics, and the decorative arts. Upon completion, students should be able to demonstrate understanding of the history of the American creative experience.

**ART 117 Non-Western Art History** 

3 0 0 3

Prerequisites: Proficiency in reading or a grade of "C" or better

in ENG 095

Corequisites: None

This course introduces non-Western cultural perspectives. Emphasis is placed on, but not limited to, African, Oriental, and Oceanic art forms throughout history. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of non-Western social and cultural development.

ART 121 Design I

1 4 0 3

Prerequisites: None Corequisites: None

This course introduces the elements and principles of design as applied to two-dimensional art. Emphasis is placed on the structural elements, the principles of visual organization, and the theories of color mixing and interaction. Upon completion, students should be able to understand and use critical and analytical approaches as they apply to two-dimensional visual art.

ART 122 Design II

1 4 0 3

Prerequisites: ART 121 Corequisites: None

This course introduces basic studio problems in three-dimensional visual design. Emphasis is placed on the structural elements and organizational principles as applied to mass and space. Upon completion, students should be able to apply three-dimensional design concepts.

ART 131 Drawing I

Prerequisites: None Corequisites: None

This course introduces the language of drawing and the use of various drawing materials. Emphasis is placed on drawing techniques, media, and graphic principles. Upon completion, students should be able to demonstrate competence in the use of graphic form and various drawing processes.

**ART 132 Drawing II** 

0 6 0 3

Prerequisites: ART 131 Corequisites: None

This course continues instruction in the language of drawing and the use of various materials. Emphasis is placed on experimentation in the use of drawing techniques, media, and graphic materials. Upon completion, students should be able to demonstrate increased competence in the expressive use of graphic form and techniques.

ART 171 Computer Art I

1 4 0 3

Prerequisites: None Corequisites: None

This course introduces the use of the computer as a tool for solving visual problems. Emphasis is placed on fundamentals of computer literacy and design through bit-mapped image manipulation. Upon completion, students should be able to demonstrate an understanding of paint programs, printers, and scanners to capture, manipulate, and output images.

**ART 240 Painting I** 

0 6 0 3

Prerequisites: ART 131 Corequisites: None

This course introduces the language of painting and the use of various painting materials. Emphasis is placed on the understanding and use of various painting techniques, media, and color principles. Upon completion, students should be able to demonstrate competence in the use of creative processes directed toward the development of expressive form.

ART 261 Photography I

1 4 0 3

Prerequisites: None Corequisites: None

This course introduces photographic equipment, theory, and processes. Emphasis is placed on camera operation, composition, darkroom technique, and creative expression. Upon completion, students should be able to successfully expose, develop, and print a well-conceived composition.

ART 283 Ceramics I

3

Prerequisites: None Corequisites: None

This course provides an introduction to three-dimensional design principles using the medium of clay. Emphasis is placed on fundamentals of forming, surface design, glaze application, and firing. Upon completion, students should be able to demonstrate skills in slab and coil construction, simple wheel forms, glaze technique, and creative expression.

**AST 111 Descriptive Astronomy** 

Prerequisites: Proficiency in reading or a grade of "C" or better

in ENG 095

Corequisites: AST 111A

This course introduces an overall view of modern astronomy. Topics include an overview of the solar system, the sun, stars, galaxies, and the larger universe. Upon completion, students should be able to demonstrate an understanding of the universe around them.

**AST 111A Descriptive Astro Lab** 

Prerequisites: Proficiency in reading or a grade of "C" or better

in ENG 095

Corequisites: AST 111

The course is a laboratory to accompany AST 111. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 111 and which provide practical experience. Upon completion, students should be able to demonstrate an understanding of the universe around them.

**ATR 112 Intro to Automation** 

3 0 3

Prerequisites: None Corequisites: None

This course introduces the basic principles of automated manufacturing and describes the tasks that technicians perform on the job. Topics include the history, development, and current applications of robots and automated systems including their configuration, operation, components, and controls. Upon completion, students should be able to understand the basic concepts of automation and robotic systems.

AUB 111 Painting & Refinishing I

Prerequisites: None

Corequisites: None

This course introduces the proper procedures for using automotive refinishing equipment and materials in surface preparation and application. Topics include federal, state, and local regulations, personal safety, refinishing equipment and materials, surface preparation, masking, application techniques, and other related topics. Upon completion, students should be able to identify and use proper equipment and materials in refinishing following accepted industry standards.

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AUB 112 Painting & Refinishing II

Prerequisites: AUB 111 Corequisites: None

This course covers advanced painting techniques and technologies with an emphasis on identifying problems encountered by the refinishing technician. Topics include materials application, color matching, correction of refinishing problems, and other related topics. Upon completion, students should be able to perform spot, panel, and overall refinishing repairs and identify and correct refinish problems.

**AUB 114 Special Finishes** 

2

Prerequisites: AUB 111 Corequisites: None

This course introduces multistage finishes, custom painting, and protective coatings. Topics include base coats, advanced intermediate coats, clear coats, and other related topics. Upon completion, students should be able to identify and apply specialized finishes based on accepted industry standards.

AUB 121 Non-Structural Damage I

3

Prerequisites: None Corequisites: None

This course introduces safety, tools, and the basic fundamentals of body repair. Topics include shop safety, damage analysis, tools and equipment, repair techniques, materials selection, materials usage, and other related topics. Upon completion, students should be able to identify and repair minor direct and indirect damage including removal/repairing/ replacing of body panels to accepted standards.

AUB 122 Non-Structural Damage II 2 6

Prerequisites: AUB 121 Corequisites: None

This course covers safety, tools, and advanced body repair. Topics include shop safety, damage analysis, tools and equipment, advanced repair techniques, materials selection, materials usage, movable glass, and other related topics. Upon completion, students should be able to identify and repair or replace direct and indirect damage to accepted standards including movable glass and hardware.

AUB 131 Structural Damage I

02 4

Prerequisites: None Corequisites: None

This course introduces safety, equipment, structural damage analysis, and damage repairs. Topics include shop safety, design and construction, structural analysis and measurement, equipment, structural glass, repair techniques, and other related topics. Upon completion, students should be able to analyze and perform repairs to a vehicle which has received light/moderate structural damage.

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**AUB 132 Structural Damage II** 

Prerequisites: AUB 131 Corequisites: None

This course provides an in-depth study of structural damage analysis and repairs to vehicles that have received moderate to heavy structural damage. Topics include shop safety, structural analysis and measurement, equipment, structural glass, advanced repair techniques, structural component replacement and alignment, and other related topics. Upon completion, students should be able to analyze and perform repairs according to industry standards.

AUB 134 Autobody MIG Welding 1 4

Prerequisites: None Corequisites: None

This course covers the terms and procedures for welding the various metals found in today's autobody repair industry with an emphasis on personal/environmental safety. Topics include safety and precautionary measures, setup/operation of MIG equipment, metal identification methods, types of welds/joints, techniques, inspection methods, and other related topics. Upon completion, students should be able to demonstrate a basic knowledge of welding operations and safety procedures according to industry standards.

**AUB 136 Plastics & Adhesives** 

Prerequisites: None Corequisites: None

This course covers safety, plastic and adhesive identification, and the various repair methods of automotive plastic components. Topics include safety, identification, preparation, material selection, and the various repair procedures including refinishing. Upon completion, students should be able to identify, remove, repair, and/or replace automotive plastic components in accordance with industry standards.

**AUB 150 Automotive Detailing** 

1 3 0

Prerequisites: None Corequisites: None

This course covers the methods and procedures used in automotive detailing facilities. Topics include safety, engine, interior and trunk compartment detailing, buffing/polishing exterior surfaces, and cleaning and reconditioning exterior trim, fabrics, and surfaces. Upon completion, students should be able to improve the overall appearance of a vehicle.

**AUB 160 Body Shop Operations** 

1 0 0

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Prerequisites: None Corequisites: None

This course introduces the day-to-day operations of autobody repair facilities. Topics include work habits and ethics, customer relations, equipment types, materials cost and control, Class Lab Clinical Credit

policies and procedures, shop safety and liabilities, and other related topics. Upon completion, students should be able to understand the general operating policies and procedures associated with an autobody repair facility.

**AUB 162 Autobody Estimating** 

2 0 2

Prerequisites: None Corequisites: None

This course provides a comprehensive study of autobody estimating. Topics include collision damage analysis, industry regulations, flat-rate and estimated time, and collision estimating manuals. Upon completion, students should be able to prepare and interpret a damage report.

**AUT 111 Basic Auto Technology** 

2 0 2

Prerequisites: None Corequisites: None

This course introduces basic concepts, terms, workplace safety, regulations, and service information relating to automotive technology. Emphasis is placed on developing familiarity with automotive components along with basic identification and proper use of various hand and power tools and shop equipment. Upon completion, students should be able to define and use terms associated with automobiles and identify and use basic tools and shop equipment.

**AUT 115 Engine Fundamentals** 

3 0 3

Prerequisites: None Corequisites: None

This course covers the theory, construction, inspection, diagnosis, and repair of internal combustion engines and related systems. Topics include fundamental operating principles of engines and diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis/repair of automotive engines using appropriate tools, equipment, procedures, and service information.

**AUT 116 Engine Repair** 

1 3 0 2

Prerequisites: AUT 115 or Permission of Instructor

Corequisites: None

This course covers service/repair/rebuilding of block, head, and internal engine components. Topics include engine repair/reconditioning using service specifications. Upon completion, students should be able to rebuild/recondition an automobile engine to service specifications.

AUT 141 Suspension & Steering Sys 2 4 0 4

Prerequisites: None Corequisites: None

This course covers principles of operation, types, and diagnosis/repair of suspension and steering systems to include steering geometry. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair various steering and suspension components, check and adjust various alignment angles, and balance wheels.

**AUT 151 Brake Systems** 2 2 0 3

Prerequisites: None Corequisites: None

This course covers principles of operation and types, diagnosis, service, and repair of brake systems. Topics include drum and disc brakes involving hydraulic, vacuum boost, hydra-boost, electrically powered boost, and anti-lock and parking brake systems. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems.

AUT 152 Brake Systems Lab 0 2 0 1

Prerequisites: AUT 151 Corequisites: None

This course provides a laboratory setting to enhance brake system skills. Emphasis is placed on practical experiences that enhance the topics presented in AUT 151. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in AUT 151.

AUT 161 Electrical Systems 2 6 0 4

Prerequisites: None Corequisites: None

This course covers basic electrical theory and wiring diagrams, test equipment, and diagnosis/repair/replacement of batteries, starters, alternators, and basic electrical accessories. Topics include diagnosis and repair of battery, starting, charging, lighting, and basic accessory systems problems. Upon completion, students should be able to diagnose, test, and repair the basic electrical components of an automobile.

AUT 164 Automotive Electronics 2 2 0 3

Prerequisites: None Corequisites: None

This course covers fundamentals of electrical/electronic circuitry, semi-conductors, and microprocessors. Topics include Ohm's law, circuits, AC/DC current, solid state components, digital applications, and the use of digital multimeters. Upon completion, students should be able to apply Ohm's law to diagnose and repair electrical/electronic circuits using digital multimeters and appropriate service information.

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AUT 171 Heating & Air Conditioning 2 3 0 3

Prerequisites: None Corequisites: None

This course covers the theory of refrigeration and heating, electrical/electronic/pneumatic controls, and diagnosis/repair of climate control systems. Topics include diagnosis and repair of climate control components and systems, recovery/recycling of refrigerants, and safety and environmental regulations. Upon completion, students should be able to describe the operation, diagnose, and safely service climate control systems using appropriate tools, equipment, and service information.

AUT 181 Engine Perform-Electrical 2 3 0 3

Prerequisites: None Corequisites: None

This course covers the principles, systems, and procedures required for diagnosing and restoring engine performance using electrical/electronics test equipment. Topics include procedures for diagnosis and repair of ignition, emission control, and related electronic systems. Upon completion, students should be able to describe operation of and diagnose/repair ignition/emission control systems using appropriate test equipment and service information.

**AUT 183 Engine Performance-Fuels** 2 3 0 3

Prerequisites: None Corequisites: None

This course covers the principles of fuel delivery/management, exhaust/emission systems, and procedures for diagnosing and restoring engine performance using appropriate test equipment. Topics include procedures for diagnosis/repair of fuel delivery/management and exhaust/emission systems using appropriate service information. Upon completion, students should be able to describe, diagnose, and repair engine fuel delivery/management and emission control systems using appropriate service information and diagnostic equipment.

AUT 184 Engine Perfor-Fuels Lab 0 3 0 1
Prerequisites: AUT 183 or Permission of Instructor
Corequisites: AUT 181

This course provides a laboratory setting to enhance the skills for diagnosing and repairing fuel delivery/management and emission systems. Emphasis is placed on practical experiences that enhance the topics presented in AUT 183. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in AUT 183.

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**AUT 221 Automatic Transmissions** 

Prerequisites: None Corequisites: None

This course covers operation, diagnosis, service, and repair of automatic transmissions/transaxles. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools and equipment. Upon completion, students should be able to explain operational theory and diagnose and repair automatic drive trains.

**AUT 222 Adv Auto Drive Trains** 

Prerequisites: AUT 221 or Permission of Instructor

Corequisites: None

This course covers advanced diagnosis and repair of automatic drive trains. Topics include testing of sensors, actuators, and control modules using on-board diagnostics, appropriate service information, and equipment. Upon completion, students should be able to perform advanced automatic drive train diagnosis and repair.

AUT 231 Manual Drive Trains/Axles 2

0 3

Prerequisites: None Corequisites: None

This course covers the operation, diagnosis, and repair of manual transmissions/transaxles, clutches, driveshafts, axles, and final drives. Topics include theory of torque, power flow, and manual drive train service and repair using appropriate service information, tools, and equipment. Upon completion, students should be able to explain operational theory and diagnose and repair manual drive trains.

**AUT 241 Adv Chassis/Suspension** 

6 0 4

3

Prerequisites: AUT 141

Corequisites: None

This course provides advanced training in automotive chassis and suspension using computerized two- and four-wheel alignment equipment. Emphasis is placed on suspension and chassis system design, construction, and repair for modern front- and rear-drive vehicles. Upon completion, students should be able to perform necessary adjustments and repairs on vehicles using computerized alignment equipment.

AUT 271 Adv Heating & A/C

0

Prerequisites: AUT 171 or Permission of Instructor

Corequisites: None

This course utilizes service information and test equipment to diagnose automatic temperature control and ventilation systems. Topics include advanced testing of sensors, actuators, and control modules using service information, on-board diagnostics, and/or appropriate test equipment. Upon completion, students should be able to perform advanced diagnosis and repair on automatic temperature control and ventilation systems.

**AUT 281 Adv Engine Performance** 

3

Prerequisites: AUT 181 or AUT 183, or Permission

of Instructor

Corequisites: None

This course utilizes service information and specialized test equipment to diagnose/repair power train control systems. Topics include computerized ignition, fuel and emission systems, related diagnostic tools and equipment, data communication networks, and service information. Upon completion, students should be able to perform advanced engine performance diagnosis and repair.

**AUT 282 Engine Elec Management** 

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Prerequisites: AUT 161 or Permission of Instructor Corequisites: None

This course includes principles, systems, and procedures required for diagnosing and restoring engine performance/ driveability and emission control through mechanical, electrical, and gas analysis. Emphasis is placed on diagnostics using mechanical, electrical (including on-board), and gas analysis to determine root causes for repair purposes. Upon completion, students should be able to diagnose and repair PCMrelated engine performance/driveability and emission problems.

**BIO 111 General Biology I** 

3

Prerequisites: Proficiency in reading or a grade of "C" or better

in ENG 095

Corequisites: None

This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, cell structure and function, metabolism and energy transformation, genetics, evolution, classification, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels.

**BIO 112 General Biology II** 

3

Prerequisites: BIO 111

Corequisites: None

This course is a continuation of BIO 111. Emphasis is placed on organisms, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels.

BIO 163 Basic Anatomy & Physiology 4 5

Prerequisites: None Corequisites: None

This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems, as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships.

BIO 168 Anatomy and Physiology I Prerequisites: Proficiency in reading or a grade of "C" or better

in ENG 095 Corequisites: None

This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cytology, histology, and the integumentary, skeletal, muscular, nervous, special senses, and endocrine systems. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships.

**BIO 169 Anat and Physiology II** 

Prerequisites: BIO 168 Corequisites: None

This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships.

**BIO 175 General Microbiology** Prerequisites: BIO 110 or BIO 111 or BIO 163 or BIO 166 or **BIO 169** 

Corequisites: None

This course covers principles of microbiology with emphasis on microorganisms and human disease. Topics include an overview of microbiology and aspects of medical microbiology, identification and control of pathogens, disease transmission, host resistance, and immunity. Upon completion, students should be able to demonstrate knowledge of microorganisms and the disease process as well as aseptic and sterile techniques.

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**BPR 111 Blueprint Reading** 

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Prerequisites: None Corequisites: None

This course introduces the basic principles of blueprint reading. Topics include line types, orthographic projections, dimensioning methods, and notes. Upon completion, students should be able to interpret basic blueprints and visualize the features of a part.

BPR 121 Blueprint Reading: Mech

2 2

Prerequisites: BPR 111 or MAC 131

Corequisites: None

This course covers the interpretation of intermediate blueprints. Topics include tolerancing, auxiliary views, sectional views, and assembly drawings. Upon completion, students should be able to read and interpret a mechanical working drawing.

**BPR 130 Blueprint Reading/Const** 

2 0

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Prerequisites: None Corequisites: None

This course covers the interpretation of blueprints and specifications that are associated with the construction trades. Emphasis is placed on interpretation of details for foundations, floor plans, elevations, and schedules. Upon completion, students should be able to read and interpret a set of construction blueprints.

BTB 101 Boat Building I

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Prerequisites: None Corequisites: DFT 100

This course introduces the modern wood and composite boat shop. Topics include maintaining, sharpening, and safely using hand and power tools; lofting; and properly utilizing materials common in the boat-building industry. Upon completion, students should be able to loft a simple flat or V-bottom boat and build it using sheet plywood construction methods. This is a diploma-level course.

BTB 101-A Boat Building I

5

Prerequisites: None Corequisites: DFT 100

This course introduces the modern wood and composite boat shop. Topics include maintaining, sharpening, and safely using hand and power tools; lofting; and properly utilizing materials common in the boat-building industry.

2 9 0 5

Prerequisites: BTB 101-A, DFT 100

BTB 101-B Boat Building I

Corequisites: None

Upon completion, students should be able to loft a simple flat or V-bottom boat and build it using sheet plywood construction methods.

**BTB 102 Boat Building II** 4 15 0 9

Prerequisites: BTB 01 Corequisites: None

This course introduces more advanced hull development. Topics include advanced lofting, building jigs and birdcage building forms, wood and composite lamination techniques, marine finishing materials and methods, and quality control procedures. Upon completion, students should be able to build, fit out, and finish a small boat using modern fabrics, core materials, and methods of construction.

BTB 103 Yacht Joiner Practices I 2 4 0 4

Prerequisites: BTB 101 Corequisites: None

This course introduces the fundamental skills and attention to detail necessary to fine yacht joinery. Emphasis is placed on fitting, mortise/tenon, and dowel joints; fitting dadoes in grooves; and building a project to close tolerances from a blueprint. Upon completion, students should be able to build a cabinet carcass with face frame, round corner posts, laminate surfaces, and a dove-tailed drawer.

BTB 104 Yacht Joiner Practices II 1 4 0 3

Prerequisites: BTB 103 Corequisites: BTB 102

This course is an extension of BTB 103 and emphasizes finishing cabinets and rough-in of yacht interiors. Topics include manufacturing and fitting moldings, door construction methods, bright work finishing, and bulkhead and cabin sole fitting and installation. Upon completion, students should be able to build raised panel doors and moldings, apply modern finishes, and rough in bulkheads, soles, and yacht furniture.

BTB 105 Yacht Repair/Renovation 3 4 0 5

Prerequisites: BTB 102 Corequisites: FBG 100

This course introduces repair/renovation principles and methods for wood and fiberglass boats. Emphasis is placed on surveying boats for needed repairs, planning repairs, and estimating costs in tools, materials, and techniques used in repair and renovation. Upon completion, students should be able to plan and execute repairs in wood and fiberglass boats (structural and cosmetic) and execute marine refinishing techniques.

Class Lab Clinical Credit

**BUS 115 Business Law I** 

3 0 0 3

Prerequisites: Proficiency in reading or a grade of "C" or better in ENG 095.

Corequisites: None

This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations.

**BUS 121 Business Math** 

2 0 3

Prerequisites: None Corequisites: None

This course covers fundamental mathematical operations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business. Upon completion, students should be able to apply mathematical concepts to business.

**BUS 125 Personal Finance** 

0 0 3

Prerequisites: None Corequisites: None

This course provides a study of individual and family financial decisions. Emphasis is placed on building useful skills in buying, managing finances, increasing resources, and coping with current economic conditions. Upon completion, students should be able to develop a personal financial plan.

**BUS 137 Principles of Management** 3 0 0 3 Prerequisites: Proficiency in reading or a grade of "C" or better

in ENG 095

Corequisites: None

This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management.

BUS 217 Employment Law and Regs 3 0 0 3

Prerequisites: None Corequisites: None

This course introduces the principle laws and regulations affecting public and private organizations and their employees or prospective employees. Topics include fair employment practices, EEO, affirmative action, and employee rights and protections. Upon completion, students should be able to evaluate organization policy for compliance and assure that decisions are not contrary to law.

**BUS 225 Business Finance** 

2 2 0 3

Prerequisites: ACC 120 Corequisites: None

This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management.

**BUS 230 Small Business Management** 3 0 0 3 Prerequisites: Proficiency in reading or a grade of "C" or better in ENG 095

Corequisites: None

This course introduces the challenges of entrepreneurship including the startup and operation of a small business. Topics include market research techniques, feasibility studies, site analysis, financing alternatives, and managerial decision making. Upon completion, students should be able to develop a small business plan.

BUS 239 Bus Applications Seminar 1 2 0 2 Prerequisites: ACC 120, BUS 115, BUS 137, MKT 120, and

either ECO 151, 251 or 252 Corequisites: None

This course is designed as a capstone course for Business Administration majors. Emphasis is placed on decision making in the areas of management, marketing, production, purchasing, and finance. Upon completion, students should be able to apply the techniques, processes, and vital professional skills needed in the work place.

**BUS 240 Business Ethics** 

3 0 0 3

Prerequisites: None Corequisites: None

This course introduces contemporary and controversial ethical issues that face the business community. Topics include moral reasoning, moral dilemmas, law and morality, equity, justice and fairness, ethical standards, and moral development. Upon completion, students should be able to demonstrate an understanding of their moral responsibilities and obligations as members of the workforce and society.

**BUS 270 Professional Development** 3 0 0

Prerequisites: None Corequisites: None

This course provides basic knowledge of self-improvement techniques as related to success in the professional world. Topics include positive human relations, job-seeking skills, and projecting positive self-image. Upon completion, students should be able to demonstrate competent personal and professional skills necessary to get and keep a job.

Class Lab Clinical Credit

**BUS 280 REAL Small Business** 

4 0 0 4

Prerequisites: None Corequisites: None

This course introduces hands-on techniques and procedures for planning and opening a small business, including the personal qualities needed for entrepreneurship. Emphasis is placed on market research, finance, time management, and day-to-day activities of owning/operating a small business. Upon completion, students should be able to write and implement a viable business plan and seek funding.

CAR 110 Introduction to Carpentry 2 0 0 2

Prerequisites: None Corequisites: None

This course introduces the student to the carpentry trade. Topics include duties of a carpenter, hand and power tools, building materials, construction methods, and safety. upon completion, students should be able to identify hand and power tools, common building materials, and basic construction methods.

CAR 111 Carpentry I

15 0 8

Prerequisites: None Corequisites: None

This course introduces the theory and construction methods associated with the building industry, including framing, materials, tools, and equipment. Topics include safety, hand/power tool use, site preparation, measurement and layout, footings and foundations, construction framing, and other related topics. Upon completion, students should be able to safely lay out and perform basic framing skills with supervision.

CAR 112 Carpentry II

3 15 0 8

Prerequisites: CAR 111 Corequisites: None

This course covers the advanced theory and construction methods associated with the building industry including framing and exterior finishes. Topics include safety, hand/power tool use, measurement and layout, construction framing, exterior trim and finish, and other related topics. Upon completion, students should be able to safely frame and apply exterior finishes to a residential building with supervision.

CAR 113 Carpentry III

3 9 0 6

Prerequisites: CAR 111 Corequisites: None

Corequisites: None

This course covers interior trim and finishes. Topics include safety, hand/power tool use, measurement and layout, specialty framing, interior trim and finishes, cabinetry, and other

related topics. Upon completion, students should be able to safely install various interior trim and finishes in a residential building with supervision.

CAR 114 Residential Bldg Codes 3 0 0 3

Prerequisites: None Corequisites: None

This course covers building codes and the requirements of state and local construction regulations. Emphasis is placed on the minimum requirements of the North Carolina building codes related to residential structures. Upon completion, students should be able to determine if a structure is in compliance with North Carolina building codes.

CAR 115 Res Planning/Estimating 3 0 0 3

Prerequisites: BPR 130 Corequisites: None

This course covers project planning, management, and estimating for residential or light commercial buildings. Topics include planning and scheduling, interpretation of working drawings and specifications, estimating practices, and other related topics. Upon completion, students should be able to perform quantity take-offs and cost estimates.

CET 111 Computer Upgrade/Repair I 2 3 0 3 Prerequisites: A grade of "C" or better in ENG 095 or English and Reading Placement score 42 or higher Corequisites: CIS 111 or Instructor Approval

This course is the first of two courses covering repairing, servicing, and upgrading computers and peripherals in preparation for industry certification. Topics include safety practices, CPU/memory/bus identification, disk subsystem, hardware/software installation/configuration, common device drivers, data recovery, system maintenance, and other related topics. Upon completion, students should be able to safely repair and/or upgrade computer systems to perform within specifications.

**CET 211 Comp. Upgrade/Repair II** 2 3 0 3 Prerequisites: CET 111

Corequisites: None

This course is the second of two courses covering repairing, servicing, and upgrading computers and peripherals in preparation for industry certification. Topics include resolving resource conflicts and system bus specifications, configuration and troubleshooting peripherals, operating system configuration and optimization, and other related topics. Upon completion, students should be able to identify and resolve system conflicts and optimize system performance.

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**CET 212 Integrated Mfg Systems** 

Prerequisites: ELN 237, ELN 131

Corequisites: None

This course covers computer topics related to integrated manufacturing systems common to current manufacturing facilities. Topics include robot programming, automated control systems, PLCs, data communication, and networking in an integrated manufacturing environment, and other related topics. Upon completion, students should be able to program robots using teaching pendants and troubleshoot and maintain network installations related to integrated manufacturing systems.

**CET 245 Internet Servers** 2 3 0 3

Prerequisites: CSC 138 and CIS 130

Corequisites: None

This course covers the setup and management of Internet server hardware and software. Topics include TCP/IP, FTP, SMTP, and SNMP; installation and configuration of server software for WWW, FTP, DNS, news, mail, and listserve services; and other topics. Upon completion, students should be able to set up and maintain Internet servers. This course introduces the peripherals and attendant software needed to create and deliver networked interactive multimedia applications.

CHM 131 Introduction to Chemistry 3 0 0 3 Prerequisites: a. A grade of "C" or better in MAT 070 OR a score of 38-42 on the Elementary Placement Test OR a score of 30-42 on the Intermediate Algebra Placement Test b. Proficiency in reading or a grade of "C" or better in ENG 095 Corequisites: CHM 131A

This course introduces the fundamental concepts of inorganic chemistry. Topics include measurement, matter and energy, atomic and molecular structure, nuclear chemistry, stoichiometry, chemical formulas and reactions, chemical bonding, gas laws, solutions, and acids and bases. Upon completion, students should be able to demonstrate a basic understanding of chemistry as it applies to other fields.

CHM 131A Intro to Chemistry Lab 0 3 0 1 Prerequisites: a. A grade of "C" or better in MAT 070 OR a score of 38-42 on the Elementary Placement Test OR a score of 30-42 on the Intermediate Algebra Placement Test b. Proficiency in reading or a grade of "C" or better in ENG 095 Corequisites: CHM 131

This course is a laboratory to accompany CHM 131. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 131. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 131.

CHM 132 Organic and Biochem

 $\cap$ 4

Prerequisites: CHM 131 Corequisites: None

This course provides a survey of major functional classes of compounds in organic and biochemistry. Topics include structure, properties, and reactions of the major organic and biological molecules and basic principles of metabolism. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts needed to pursue studies in related professional fields.

CHM 151 General Chemistry I

3 3 0

Prerequisites: a. A grade of "C" or better in MAT 080 or

equivalent placement

b. Proficiency in reading or a grade of "C" or better in ENG 095

Corequisites: None

This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152.

CHM 152 General Chemistry II

3 0

4

Prerequisites: CHM 151 Corequisites: None

This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields.

CIS 110 Introduction to Computers 2 Prerequisites: a. Proficiency in reading or a grade of "C" or better in ENG 095;

b. an ASSET score of 38 or better in elementary algebra OR an ASSET score of 30 or better in intermediate algebra OR a grade of "C" or better in MAT 070.

Corequisites: None

This course provides an introduction to computers and computing. Topics include the impact of computers on society, ethical issues, and hardware/software applications, including spreadsheets, databases, word processors, graphics, the Internet, and operating systems. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems.

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2

CIS 111 Basic PC Literacy

0 2

Prerequisites: None Corequisites: None

This course provides a brief overview of computer concepts. Emphasis is placed on the use of personal computers and software applications for personal and workplace use. Upon completion, students should be able to demonstrate basic personal computer skills.

CIS 112 Windows{TM}

0 2

Prerequisites: CIS 110 or CIS 111

Corequisites: None

This course includes the fundamentals of the Windows {TM} software. Topics include graphical user interface, icons, directories, file management, accessories, and other applications. Upon completion, students should be able to use Windows{TM} software in an office environment.

CIS 115 Intro to Prog & Logic

3

Prerequisites: CIS 110 Corequisites: None

This course introduces computer programming and problem solving in a programming environment, including an introduction to operating systems, text editor, and a language translator. Topics include language syntax, data types, program organization, problem-solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language.

CIS 118 Professional Communications 2

2

3

Prerequisites: None Corequisites: None

This course prepares the information systems professional to communicate with corporate personnel from management to end-users. Topics include information systems cost justification tools, awareness of personal hierarchy of needs, addressing these needs, and discussing technical issues with non-technical personnel. Upon completion, students should be able to communicate information systems issues to technical and non-technical personnel.

CIS 120 Spreadsheet I

2 0

Prerequisites: CIS 110 or CIS 111

Corequisites: None

This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts.

CIS 130 Survey of Operating Sys

2 3 0

3

3

Prerequisites: CET 211 Corequisites: None

The course covers operating system concepts which are necessary for maintaining and using computer systems. Topics include disk, file, and directory structures; installation and setup; resource allocation, optimization, and configuration; system security; and other related topics. Upon completion, students should be able to install and configure operating systems and optimize performance. In addition the student will study the basic theory of single-user, single-task, multi-user and multi-tasking operating systems.

CIS 152 Database Concepts & Apps 2 2 0
Prerequisites: CIS 110 or CIS 111 or CIS 115

Corequisites: None

This course introduces database design and creation using a DBMS product. Topics include database terminology, usage in industry, design theory, types of DBMS models, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to create simple database tables, queries, reports, and forms which follow acceptable design practices.

CIS 153 Database Applications 2 2 0 3

Prerequisites: CIS 152 Corequisites: None

This course covers advanced database functions continued from CIS 152. Topics include manipulating multiple tables, advanced queries, screens and reports, linking, and command files. Upon completion, students should be able to create multiple table systems that demonstrate updates, screens, and reports representative of industry requirements.

CIS 169 Business Presentations 1 2 0 2

Prerequisites: CIS 110 or CIS 111

Corequisites: None

This course provides hands-on experience with a graphics presentation package. Topics include terminology, effective chart usage, design and layout, integrating hardware components, and enhancing presentations with text and graphics. Upon completion, students should be able to design and demonstrate an effective presentation.

CIS 172 Intro to the Internet 2 3 0 3 Prerequisites: A grade of "C" or better in ENG 095 or English and Reading Placement Score 42 or higher and either CIS 110,

CIS 111 or Instructor approval.

Corequisites: None

This course introduces the various navigational tools and services of the Internet. Topics include using Internet protocols, search engines, file compression/decompression, FTP,

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e-mail, listservers, and other related topics. Upon completion, students should be able to use Internet resources, retrieve/decompress files, and use e-mail, FTP, and other Internet tools.

CIS 286 Systems Analysis & Design 3 0 0 3

Prerequisites: CIS 115 Corequisites: None

This course examines established and evolving methodologies for the analysis, design, and development of a business information system. Emphasis is placed on business systems characteristics, managing information systems projects, prototyping, CASE tools, and systems development life cycle phases. Upon completion, students should be able to analyze a problem and design an appropriate solution using a combination of tools and techniques.

**CIS 288 Systems Project** 1 4 0 3

Prerequisites: CIS 227 or CIS 286

Corequisites: None

This course provides an opportunity to complete a significant systems project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, documentation, installation, testing, presentation, and training. Upon completion, students should be able to complete a project from the definition phase through implementation.

CJC 100 Basic Law Enforcement Trn 8 30 0 18

Prerequisites: None Corequisites: None

This course covers the basic skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Topics are divided into general units of study: legal, patrol duties, law enforcement communications, investigations, practical application and sheriff-specific. Upon successful completion, the student will be able to demonstrate competence in topics and areas required for the state comprehensive certification examination. This is a certificate-level course.

CJC 111 Intro to Criminal Justice 3 0 0 3 Prerequisites: Proficiency in reading or a grade of "C" or better in ENG 095.

Corequisites: None

This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to define and describe the major system components and their interrelationships and evaluate career options.

CJC 112 Criminology

3

Prerequisites: None Corequisites: None

This course introduces deviant behavior as it relates to criminal activity. Topics include theories of crime causation; statistical analysis of criminal behavior; past, present, and future social control initiatives; and other related topics. Upon completion, students should be able to explain and discuss various theories of crime causation and societal response.

CJC 113 Juvenile Justice

0 0 3

Prerequisites: None Corequisites: None

This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, treatment and prevention programs, special areas and laws unique to juveniles, and other related topics. Upon completion, students should be able to identify/discuss juvenile court structure/procedures, function and jurisdiction of juvenile agencies, processing/detention of juveniles, and case disposition.

CJC 114 Investigative Photography

2

2 0

Prerequisites: None Corequisites: None

This course covers the operation of various photographic equipment and its application to criminal justice. Topics include using various cameras, proper exposure of film, developing film/prints, and preparing photographic evidence. Upon completion, students should be able to demonstrate and explain the role of photography and proper film exposure and development techniques.

CJC 120 Interviews/Interrogations

2 0

2

Prerequisites: None Corequisites: None

This course covers basic and special techniques employed in criminal justice interviews and interrogations. Emphasis is placed on the interview/interrogation process, including interpretation of verbal and physical behavior and legal perspectives. Upon completion, students should be able to conduct interviews/interrogations in a legal, efficient, and professional manner and obtain the truth from suspects, witnesses, and victims.

**CJC 121** Law Enforce Operations

3 Prerequisites: Proficiency in reading or a grade of "C" or better

in ENG 095.

Corequisites: None

This course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues. Upon completion, Class Lab Clinical Credit

students should be able to explain theories, practices, and issues related to law enforcement operations.

CJC 131 Criminal Law

0 0

Prerequisites: None Corequisites: None

This course covers the history/evolution/principles and contemporary applications of criminal law. Topics include sources of substantive law, classification of crimes, parties to crime, elements of crimes, matters of criminal responsibility, and other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements.

CJC 132 Court Procedure & Evidence 3

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3

3

Prerequisites: None Corequisites: None

This course covers judicial structure/process/procedure from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence.

**CJC 141 Corrections** 

Prerequisites: Proficiency in reading or a grade of "C" or better

in ENG 095.

Corequisites: None

This course covers the history, major philosophies, components, and current practices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives to incarceration, treatment programs, inmate control, and other related topics. Upon completion, students should be able to explain the various components, processes, and functions of the correctional sys-

CJC 212 Ethics & Comm Relations

0

3

Prerequisites: None

Corequisites: None

This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations.

3

CJC 213 Substance Abuse

Prerequisites: None Corequisites: None

This course is a study of substance abuse in our society. Topics include the history and classifications of drug abuse and the social, physical, and psychological impact of drug abuse. Upon completion, students should be able to identify various types of drugs, their effects on human behavior and society, and treatment modalities.

CJC 215 Organization & Admin

3 0 0 3

Prerequisites: None Corequisites: None

This course introduces the components and functions of organization and administration as it applies to the agencies of the criminal justice system. Topics include operations/functions of organizations; recruiting, training, and retention of personnel; funding and budgeting; communications; span of control and discretion; and other related topics. Upon completion, students should be able to identify and discuss the basic components and functions of a criminal justice organization and its administrative operations.

**CJC 221 Investigative Principles** 

2 0

Prerequisites: None Corequisites: None

This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation.

**CJC 222 Criminalistics** 

3 0 0

Prerequisites: None Corequisites: None

This course covers the functions of the forensic laboratory and its relationship to successful criminal investigations and prosecutions. Topics include advanced crime scene processing, investigative techniques, current forensic technologies, and other related topics. Upon completion, students should be able to identify and collect relevant evidence at simulated crime scenes and request appropriate laboratory analysis of submitted evidence.

**CJC 231 Constitutional Law** 

3 0 0

3

Prerequisites: None Corequisites: None

The course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amend-

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ments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts.

CJC 245 Friction Ridge Analysis

2 3 0

3

Prerequisites: None Corequisites: None

This course introduces the basic elements of fingerprint technology and techniques applicable to the criminal justice field. Topics include the history and meaning of fingerprints, pattern types and classification filing sequence, searching and referencing. Upon completion, the students should be able to discuss and demonstrate the fundamental techniques of basic fingerprint technology.

**CJC 250 Forensic Biology** 

1 2 0 2

Prerequisites: None

Corequisites: BIO 110 or BIO 111

This course covers important biological principles that are applied in the crime laboratory. Topics include forensic toxicology, forensic serology, microscopy, and DNA typing analysis, with an overview of organic and inorganic analysis. Upon completion, students should be able to articulate how a crime laboratory processes physical evidence submitted by law enforcement agencies.

COE 111 Co-op Work Experience I

10 0

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Prerequisites: None Corequisites: None

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. CUL and HRM students must meet programmatic requirements for co-op credit.

COE 112 Co-op Work Experience I 0 20 0 2

Prerequisites: None Corequisites: None

This course provides work experience with a college approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

3

COE 113 Co-op Work Experience I 0 30 0

Prerequisites: None Corequisites: None

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. CUL and HRM students must meet programmatic requirements for co-op credit.

COE 115 Work Exp Seminar I 1 0 0 1

Prerequisites: None

Corequisites: COE 111, COE 112, COE 113

This course description may be written by the individual colleges.

COE 121 Co-op Work Experience II 0 10 0 1

Prerequisites: None Corequisites: None

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. CUL and HRM students must meet programmatic requirements for co-op credit.

COE 131 Co-op Work Experience III 0 10 0 1

Prerequisites: None Corequisites: None

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. CUL and HRM students must meet programmatic requirements for co-op credit.

**COM 110 Intro to Communication** 3 0 0 3 Prerequisites: Proficiency in reading or a grade of "C" or better

in ENG 095

Corequisites: None

This course provides an overview of the basic concepts of communication and the skills necessary to communicate in various contexts. Emphasis is placed on communication theories and techniques used in interpersonal group, public, intercultural, and mass communication situations. Upon comple-

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tion, students should be able to explain and illustrate the forms and purposes of human communication in a variety of contexts.

**COM 120 Interpersonal Communicat** 3 0 0 3 Prerequisites: Proficiency in reading or a grade of "C" or better

in ENG 095

Corequisites: None

This course introduces the practices and principles of interpersonal communication in both dyadic and group settings. Emphasis is placed on the communication process, perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication relationships. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, and manage conflict in interpersonal communication situations.

**COM 231 Public Speaking** 3 0 0 3 Prerequisites: Proficiency in reading or a grade of "C" or better

in ENG 095

Corequisites: None

This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support.

COS 111 Cosmetology Concepts I 4 0 0 4

Prerequisites: None Corequisites: COS 112

This course introduces basic cosmetology concepts. Topics include safety, first aid, sanitation, bacteriology, anatomy, diseases and disorders, hygiene, product knowledge, chemistry, ethics, manicures, and other related topics. Upon completion, students should be able to safely and competently apply cosmetology concepts in the salon setting.

COS 112 Salon I 0 24 0 8

Prerequisites: None Corequisites: COS 111

This course introduces basic salon services. Topics include scalp treatments, shampooing, rinsing, hair color, design, haircutting, permanent waving, pressing, relaxing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate salon services.

COS 113 Cosmetology Concepts II

4 0 0

COS 118 Salon IV
Prerequisites: COS 114 or COS 116

Corequisites: COS 117

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, chemistry, manicuring, chemical restructuring, and hair coloring. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

COS 114 Salon II 0 24 0 8

Prerequisites: None Corequisites: COS 113

Prerequisites: None

Corequisites: COS 114

This course provides experience in a simulated salon setting. Topics include basic skin care, manicuring, nail application, scalp treatments, shampooing, rinsing, hair color, design, haircutting, chemical restructuring, pressing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

 ${\color{red}{\bf COS~115~Cosmetology~Concepts~III}} \quad 4 \quad 0 \quad 0 \quad 4$ 

Prerequisites: None Corequisites: COS 116

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, salon management, salesmanship, skin care, electricity/light therapy, wigs, thermal hair styling, lash and brow tinting, superfluous hair removal, and other related topics. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

COS 116 Salon III 0 12 0 4

Prerequisites: None Corequisites: COS 115

This course provides comprehensive experience in a simulated salon setting. Emphasis is placed on intermediate-level of skin care, manicuring, scalp treatments, shampooing, hair color, design, haircutting, chemical restructuring, pressing, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

COS 117 Cosmetology Concepts IV 2 0 0 2

Prerequisites: None Corequisites: COS 118

This course covers advanced cosmetology concepts. Topics include chemistry and hair structure, advanced cutting and design, and an overview of all cosmetology concepts in preparation for the licensing examination. Upon completion, students should be able to demonstrate an understanding of these cosmetology concepts and meet program completion requirements.

This course provides advanced experience in a simulated salon setting. Emphasis is placed on efficient and competent delivery of all salon services in preparation for the licensing examination and employment. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology Licensing Examination and meet entry-level employment requirements.

COS 119 Esthetics Concepts I

2 0 0 2

Class Lab Clinical Credit

21

Prerequisites: None Corequisites: None

This course covers the concepts of esthetics. Topics include orientation, anatomy, physiology, hygiene, sterilization, first aid, chemistry, basic dermatology, and professional ethics. Upon completion, students should be able to demonstrate an understanding of the concepts of esthetics and meet course requirements.

COS 120 Esthetics Salon I

0 18 0 6

Prerequisites: None Corequisites: None

This course covers the techniques of esthetics in a comprehensive experience in a simulated salon setting. Topics include client consultation, facials, body treatments, hair removal, make-up applications, and color analysis. Upon completion, students should be able to safely and competently demonstrate esthetic services on clients in a salon setting.

COS 121 Manicure/Nail Technology I 4 6 0 6

Prerequisites: None Corequisites: None

This course covers techniques of nail technology, hand and arm massage, and recognition of nail diseases and disorders. Topics include OSHA/safety, sanitation, bacteriology, product knowledge, salesmanship, manicures, artificial applications, pedicures, massage, and other related topics. Upon completion, students should be able to safely and competently perform nail care, including manicures, pedicures, massage, decorating, and artificial applications in a salon setting.

COS 122 Manicure/Nail Tech II 4 6 0 6

Prerequisites: COS 121 Corequisites: None

This course covers advanced techniques of nail technology and hand and arm massage. Topics include OSHA/safety, product knowledge, customer service, salesmanship, artificial applications, nail art, and other related topics. Upon completion, students should be able to demonstrate competence necessary for the licensing examination, including advanced nail care, artificial enhancements, and decorations.

**COS 125 Esthetics Concepts II** 

2 0 0 2

Prerequisites: None Corequisites: None

This course covers more comprehensive esthetics concepts. Topics include nutrition, business management, makeup, and color analysis. Upon completion students should be able to demonstrate an understanding of the advanced esthetics concepts and meet course requirements.

COS 126 Esthetics Salon II

0 18 0 6

Prerequisites: None Corequisites: None

This course provides experience in a simulated esthetics setting. Topics include machine facials, aromatherapy, massage therapy, electricity, and apparatus. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology licensing examination for Estheticians.

CSC 133 C Programming

2 3 0 3

Prerequisites: A grade of "C" or better in ENG 095 or English and Reading Placement Score 42 or higher and either CIS 110, CIS 111 or Instructor approval.

Corequisites: None

This course introduces computer programming using the C programming language. Topics include input/output operations, sequence, selection, iteration, arithmetic operations, arrays tables, pointers, and other related topics. Upon completion, students should be able to design, code, test, and debug C language programs.

CSC 139 Visual BASIC Programming 2 3 0 3

Prerequisites: None Corequisites: None

This course introduces event-driven computer programming using the Visual BASIC programming language. Topics include input/output operations, sequence, selection, iteration, arithmetic operations, arrays, forms, sequential files, and other related topics. Upon completion, students should be able to design, code, test, and debug Visual BASIC language programs.

CSC 148 JAVA Programming

2 3 0 3

Prerequisites: CSC 133 Corequisites: None

This course introduces computer programming using the JAVA language. Topics include selection, iteration, arithmetic and logical operators, classes, inheritance, methods, arrays, user interfaces, basic applet creation and other related topics. Upon completion, students should be able to design, code, test, debug JAVA language programs.

Class Lab Clinical Credit

CSC 248 Adv Internet Progr

2 3 0

Prerequisites: CSC 134 or CSC 140 or CSC 141 or CSC 148

Corequisites: None

This course covers advanced programming skills required to design Internet applications. Emphasis is placed on programming techniques required to support network applications. Upon completion, students should be able to design, code, debug, and document network-based programming solutions to various real-world problems using an appropriate programming language.

CTC 111 Basic Chemistry I

6 0 7

Prerequisites: None Corequisites: MAT 121

This course introduces the basic principles of chemistry with emphasis on applications to chemical technology. Topics include measurement, elements, compounds, moles, solutions, reactions, gases, pH, and basic laboratory tools, techniques, and safety. Upon completion, students should be able to demonstrate an understanding of basic chemical calculations and routine laboratory procedures.

CTC 112 Basic Chemistry II

6 0 7

Prerequisites: CTC 111 Corequisites: None

This course is a continuation of CTC 111 and introduces solubility, element groups, and industrial chemistry tools and procedures. Topics include solubility products, element families, industrial chemical equipment, and basic laboratory tools, techniques, and safety. Upon completion, students should be able to demonstrate an understanding of basic chemical calculations and routine laboratory procedures.

CTC 120 Organic Chemistry I

2 0 0 2

Prerequisites: CTC 111 Corequisites: None

This course surveys the nomenclature and properties of organic functional groups with emphasis on applications to chemical technology. Topics include aliphatic and aromatic hydrocarbons, alcohols, ethers, aldehydes and ketones, and acids and acid derivatives, including their infrared spectra. Upon completion, students should be able to name and identify example compounds from these functional groups.

CTC 140 Unit Processes

1 10 0 6

Prerequisites: CTC 112, CTC 120

Corequisites: None

This course introduces a chemical technology "real world" laboratory experience. Topics include distillation, reflux, and extraction; column, TLC, GC, LC, and ion exchange chromatography; and IR, UV, visible, AA, and AE spectroscopy. Upon completion, students should be able to demonstrate competence in the laboratory techniques presented.

CTC 220 Organic Chemistry II

Prerequisites: CTC 120 and CTC 140

Corequisites: None

This course surveys the preparation, reactions, and analysis of organic compounds. Topics include the preparation and reactions of all the organic functional groups, including IR, UV, RI, GC, and LC spectrographic analysis. Upon completion, students should be able to identify organic reaction products and utilize IR, UV, RI, GC, and LC spectroscopy to characterize organic compounds.

CTC 230 Organic Chemistry III

2 6 0 5

Prerequisites: CTC 220 Corequisites: None

This course surveys amines, amides, polymers, biochemicals, and advanced spectroscopic and chromatographic techniques. Topics include nitrogen compounds, polymers, stereochemistry, carbohydrates, lipids, amino acids, proteins, enzymes, and nucleic acids and NMR spectroscopy and gas chromatography. Upon completion, students should be able to recognize biologically active compounds, describe their activity, and use specific analytical schemes for their identification.

CTC 240 Industrial Analysis I

2 6 0 5

Prerequisites: CTC 112, CTC 140 Corequisites: None

This course covers qualitative and quantitative chemical analysis for selected inorganic ions. Emphasis is placed on inorganic qualitative and quantitative analysis methods which utilize titrations, gravimetric analysis, and UV, AA, and AE spectroscopy. Upon completion, students should be able to carry out all analytical schemes presented, including all necessary cal-

culations.

CTC 250 Industrial Analysis II 2 6 0 5

Prerequisites: CTC 240 Corequisites: None

This course covers quantitative chemical analysis for selected inorganic ions with emphasis on analysis of natural waters. Topics include the sources, utilization, analysis, and treatment of water. Upon completion, students should be able to carry out all analytical schemes presented, including all necessary calculations.

**CUL 110 Sanitation & Safety** 

2 0 0

Prerequisites: None Corequisites: CUL 110A

This course introduces the basic principles of sanitation and safety and their relationship to the hospitality industry. Topics include personal hygiene, sanitation and safety regulations, use and care of equipment, the principles of food-borne illness, and other related topics. Upon completion, students should be

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able to demonstrate an understanding of sanitation and safety procedures in the hospitality industry.

CUL 110A Sanitation & Safety Lab

0 2 0

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Prerequisites: None Corequisites: CUL 110

This course is a laboratory to accompany CUL 110. Emphasis is placed on practical experiences that enhance the materials presented in CUL 110. Upon completion, students should be able to demonstrate practical applications of sanitation and safety procedures in the hospitality industry.

**CUL 120 Purchasing** 

2 0 0 2

Prerequisites: None Corequisites: CUL 120A

This course covers purchasing for hotels and restaurants. Emphasis is placed on procurement, yield tests, inventory control, specification, planning, forecasting, market trends, terminology, cost controls, pricing, and foodservice ethics. Upon completion, students should be able to apply effective purchasing techniques based on the end-use of the product.

**CUL 120A Purchasing Lab** 

2 0 1

Prerequisites: None Corequisites: CUL 120

This course is a laboratory to accompany CUL 120. Emphasis is placed on practical experiences that enhance the materials presented in CUL 120. Upon completion, students should be able to demonstrate practical applications of purchasing within the hospitality industry.

**CUL 125 Hospitality Info Systems** 

1 2 0

Prerequisites: None Corequisites: None

This course introduces hospitality and food service information systems. Topics include planning, cost controls, forecasting, inventory control, recipe control, production control, and nutritional analysis. Upon completion, students should be able to demonstrate competence in utilizing contemporary information application systems in a hospitality setting.

CUL 130 Menu Design

 $2 \quad 0 \quad 0 \quad 2$ 

Prerequisites: None Corequisites: None

This course introduces menu design. Topics include development of standardized recipes, layout, nutritional concerns, product utilization, demographics, and customer needs. Upon completion, students should be able to write, lay out, and produce effective menus for a variety of hospitality settings.

2

1

**CUL 135 Food & Beverage Service** 

Prerequisites: None Corequisites: CUL 135A

This course covers the practical skills and knowledge for effective food and beverage service in a variety of settings. Topics include reservations, greeting and service of guests, styles of service, handling complaints, and sales and merchandising. Upon completion, students should be able to demonstrate competence in human relations and technical skills required in the service of foods and beverages.

CUL 135A Food & Bev Serv Lab 0

Prerequisites: None Corequisites: CUL 135

This course is a laboratory to accompany CUL 135. Emphasis is placed on practical experiences that enhance the materials presented in CUL 135. Upon completion, students should be able to demonstrate practical applications of skills required in the service of foods and beverages.

**CUL 140 Basic Culinary Skills** 5

Prerequisites: None Corequisites: None

This course introduces the fundamental concepts, skills, and techniques involved in basic cookery. Emphasis is placed on recipe conversion, measurements, terminology, knife skills, safe food handling, cooking methods, flavorings, seasonings, stocks/sauces/soups, and other related topics. Upon completion, students should be able to exhibit the basic cooking skills used in the food service industry.

**CUL 150 Food Science** 0 2

Prerequisites: None Corequisites: None

This course covers the chemical and physical changes in foods that occur with cooking, handling, and processing. Topics include heat transfer and its effect on color, flavor, and texture; and emulsification, protein coagulation, leavening agents, viscosity, and gel formation. Upon completion, students should be able to demonstrate an understanding of the principles covered as they apply to food preparation in an experimental setting.

CUL 160 Baking I 3

Prerequisites: None Corequisites: None

This course covers basic ingredients, weights and measures, baking terminology, and formula calculations. Topics include yeast-raised products, quick breads, pastry dough, various cakes and cookies, and appropriate filling and finishing techniques. Upon completion, students should be able to prepare and evaluate baked products.

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CUL 170 Garde-Manger I

Prerequisites: None Corequisites: None

This course introduces basic cold food preparation techniques and pantry production. Topics include salads, sandwiches, appetizers, dressings, basic garnishes, cheeses, cold sauces, and related food items. Upon completion, students should be able to lay out a basic cold food display and exhibit an understanding of the cold kitchen and its related terminology.

CUL 180 Internat & Amer Cuisine 8

Prerequisites: CUL 140 Corequisites: None

This course provides practical experience in the planning, preparation, and service of representative foods from different countries and regions of America. Emphasis is placed on eating habits, indigenous foods and customs, nutritional concerns, and traditional equipment. Upon completion, students should be able to research and execute international and domestic menus.

**CUL 210 Food Service for Spec Pop** 5

Prerequisites: None Corequisites: None

This course covers nutrition and menu planning principles, food preparation, and food management skills needed to provide meals to special populations. Topics include food preparation for child care, geriatric, and school settings. Upon completion, students should be able to plan, organize, and prepare appealing and nutritious meals for special populations within appropriate guidelines.

**CUL 214 Wine Appreciation** 

2 Prerequisites: HRM 225

Corequisites: None

This course provides comprehensive and detailed information about wine from all the major wine producing countries. Emphasis is placed on the history of wine, production characteristics, laws, and purchasing and storing requirements. Upon completion, students should be able to determine what wines compliment various cuisines and particular tastes.

**CUL 220 Food Service for Spec Ops** 5

Prerequisites: None Corequisites: None

This course covers menu planning principles, food preparation, food procurement, and food management skills needed to provide appealing and profitable food service in special operations. Topics include fast-food cookery, convenience-store food service, supermarkets, delicatessens, and take-out venue. Upon completion, students should be able to plan, organize, and prepare food service items for special operations.

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**CUL 240 Adv Culinary Skills** 

Prerequisites: CUL 140 Corequisites: None

This course is a continuation of CUL 140. Emphasis is placed on meat fabrication and butchery; vegetable, starch, and protein cookery; compound sauces; plate presentation; breakfast cookery; and quantity food preparation. Upon completion, students should be able to plan, execute, and successfully serve entrees with complementary side items.

**CUL 250 Classical Cooking** 

Prerequisites: CUL 140 and CUL 240

Corequisites: None

This course reinforces the classical culinary kitchen as established by Escoffier. Topics include the working Grand Brigade of the kitchen, table d'hote menus, signature dishes, alfresco dining, exhibition cooking, and classical banquets. Upon completion, students should be able to demonstrate competence in food preparation in a classical/upscale restaurant or banquet setting.

**CUL 260 Baking II** 

0

Prerequisites: CUL 160 Corequisites: None

This course is a continuation of CUL 160. Topics include specialty breads, pastillage, marzipan, chocolate, pulled-sugar, confections, classic desserts, pastries, and cake decorating. Upon completion, students should be able to demonstrate pastry preparation and plating, cake decorating, and showpiece production skills.

CUL 270 Garde-Manger II

Prerequisites: CUL 170

Corequisites: None

This course is a continuation of CUL 170. Topics include pates, terrines, galantines, ice and tallow carving, chaud-froid/ aspic work, charcuterie, smoking, canapes, hors d'oeuvres, and related food items. Upon completion, students should be able to design, set up, and evaluate a catering function to include a classical cold buffet with appropriate show pieces.

**CUL 280 Pastry & Confections** 

3

Prerequisites: CUL 160 Corequisites: None

This course covers the operations of the pastry shop, emphasizing advanced techniques in the production of continental and classical pastries. Topics include advanced work in French pastries, hot and cold desserts, and decorative display pieces. Upon completion, students should be able to plan, execute, and evaluate dessert platters, individual plated desserts, and show pieces.

DDF 211 Design Drafting I

Prerequisites: DFT 112

Corequisites: None

This course emphasizes design processes for finished products. Topics include data collection from manuals and handbooks, efficient use of materials, design sketching, specifications, and vendor selection. Upon completion, students should be able to research and plan the design process for a finished product.

**DDF 212 Design Drafting II** 

6 0 4

Class Lab Clinical Credit

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Prerequisites: DDF 211 Corequisites: None

This course stresses the integration of various drafting and design practices. Emphasis is placed on the creation of an original design. Upon completion, students should be able to apply drafting and design procedures to a design project of their choosing. This course will emphasize extensive use of CAD 3D drawing and solid modeling in the design process.

DDF 213 Design Drafting III

Prerequisites: DDF 212 Corequisites: None

This course provides an opportunity to produce all the documentation needed to complete a project for the manufacture of a product. Topics include materials, manufacturing processes, analysis, production drawings, calculations, and specifications. Upon completion, students should be able to research and produce all information needed to complete a project for manufacture.

DDF 214 Tool Design

4

Prerequisites: DDF 212 Corequisites: None

This course introduces the principles of tool design. Topics including gaging, die work, and cost analysis using available catalogs and studies using manufacturing processes. Upon completion, students should be able to use catalogs to identify vendors and prepare working drawings for tooling.

**DEN 101 Preclinical Procedures** 

Prerequisites: Enrollment in the Dental Assisting Program

Corequisites: DEN 111

dures.

This course provides instruction in procedures for the clinical dental assistant as specified by the North Carolina Dental Practice Act. Emphasis is placed on orientation to the profession, infection control techniques, instruments, related expanded functions, and diagnostic, operative, and specialty procedures. Upon completion, students should be able to demonstrate proficiency in clinical dental assisting proce-

**DEN 102 Dental Materials** 

3 4 0 5

Prerequisites: Enrollment in the Dental Assisting Program

Corequisites: None

This course provides instruction in identification, properties, evaluation of quality, principles, and procedures related to manipulation and storage of operative and specialty dental materials. Emphasis is placed on the understanding and safe application of materials used in the dental office and laboratory. Upon completion, students should be able to demonstrate proficiency in the laboratory and clinical application of routinely used dental materials.

**DEN 103 Dental Sciences** 

 $2 \quad 0 \quad 0 \quad 2$ 

Prerequisites: DEN 110

Corequisites: None

This course is a study of oral pathology, pharmacology, and dental office emergencies. Topics include oral pathological conditions, dental therapeutics, and management of emergency situations. Upon completion, students should be able to recognize abnormal oral conditions, identify classifications, describe actions and effects of commonly prescribed drugs, and respond to medical emergencies.

**DEN 104 Dental Health Education** 

2 2 0

3

Prerequisites: DEN 101 and DEN 111

Corequisites: DEN 106

This course covers the study of preventive dentistry to prepare dental assisting students for the role of dental health educator. Topics include etiology of dental diseases, preventive procedures, and patient education theory and practice. Upon completion, students should be able to demonstrate proficiency in patient counseling and oral health instruction in private practice or public health settings.

**DEN 105 Practice Management** 

2 0 0 2

Prerequisites: DEN 110

Corequisites: None

This course provides a study of principles and procedures related to management of the dental practice. Emphasis is placed on maintaining clinical and financial records, patient scheduling, and supply and inventory control. Upon completion, students should be able to demonstrate fundamental skills in dental practice management.

**DEN 106 Clinical Practice I** 

1 0 12 5

Prerequisites: DEN 101 and DEN 111

Corequisites: DEN 103, DEN 104, and DEN 112

This course is designed to provide experience assisting in a clinical setting. Emphasis is placed on the application of principles and procedures of four-handed dentistry and laboratory and clinical support functions. Upon completion, students should be able to utilize classroom theory and laboratory and clinical skills in a dental setting.

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**DEN 107 Clinical Practice II** 

Prerequisites: DEN 106

Corequisites: None

This course is designed to increase the level of proficiency in assisting in a clinical setting. Emphasis is placed on the application of principles and procedures of four-handed dentistry and laboratory and clinical support functions. Upon completion, students should be able to combine theoretical and ethical principles necessary to perform entry-level skills including functions delegable to a DA II.

**DEN 110 Orofacial Anatomy** 

2 0 3

Prerequisites: Enrollment in the Dental Assisting or Dental

Hygiene program Corequisites: None

This course introduces the structures of the head, neck, and oral cavity. Topics include tooth morphology, head and neck anatomy, histology, and embryology. Upon completion, students should be able to relate the identification of normal structures and development to the practice of dental assisting and dental hygiene. This course is intended for diploma and AAS degree programs.

**DEN 111 Infection/Hazard Control** 

0 0 3

Prerequisites: Enrollment in the Dental Assisting or Dental

Hygiene program Corequisites: None

This course introduces the infection and hazard control procedures necessary for the safe practice of dentistry. Topics include microbiology, practical infection control, sterilization and monitoring, chemical disinfectants, aseptic technique, infectious diseases, OSHA standards, and applicable North Carolina laws. Upon completion, students should be able to understand infectious diseases, disease transmission, infection control procedures, biohazard management, OSHA standards,

and applicable North Carolina laws. This course is intended for diploma and AAS degree programs.

**DEN 112 Dental Radiography** 

2 3 0 3

Prerequisites: Enrollment in the Dental Hygiene or Dental

Assisting program

Corequisites: DEN 110 and DEN 111

This course provides a comprehensive view of the principles and procedures of radiology as they apply to dentistry. Topics include techniques in exposing, processing, and evaluating radiographs, as well as radiation safety, quality assurance, and legal issues. Upon completion, students should be able to demonstrate proficiency in the production of diagnostically acceptable radiographs using appropriate safety precautions. This course is intended for diploma and AAS degree programs.

**DEN 120 Dental Hyg Preclinic Lec** 2 0 0 2 Prerequisites: Enrollment in the Dental Hygiene program

Corequisites: DEN 121

This course introduces preoperative and clinical dental hygiene concepts. Emphasis is placed on the assessment phase of patient care as well as the theory of basic dental hygiene instrumentation. Upon completion, students should be able to collect and evaluate patient data at a basic level and demonstrate knowledge of dental hygiene instrumentation.

**DEN 121 Dental Hygiene Precl Lab** 0 6 0 2 Prerequisites: Enrollment in the Dental Hygiene program Corequisites: DEN 120

This course provides the opportunity to perform clinical dental hygiene procedures discussed in DEN 120. Emphasis is placed on clinical skills in patient assessment and instrumentation techniques. Upon completion, students should be able to demonstrate the ability to perform specific preclinical procedures.

**DEN 123 Nutrition/Dental Health** 2 0 0 2 Prerequisites: Enrollment in the Dental Hygiene program Corequisites: None

This course introduces basic principles of nutrition with emphasis on nutritional requirements and their application to individual patient needs. Topics include the study of the food pyramid, nutrient functions, Recommended Daily Allowances, and related psychological principles. Upon completion, students should be able to recommend and counsel individuals on their food intake as related to their dental health.

DEN 124 Periodontology 2 0 0 2

Prerequisites: DEN 110 Corequisites: None

This course provides an in-depth study of the periodontium, periodontal pathology, periodontal monitoring, and the principles of periodontal therapy. Topics include periodontal anatomy and a study of the etiology, classification, and treatment modalities of periodontal diseases. Upon completion, students should be able to describe, compare, and contrast techniques involved in periodontal/maintenance therapy, as well as patient care management.

**DEN 125 Dental Office Emergencies** 0 2 0 1 Prerequisites: Enrollment in the Dental Hygiene program Corequisites: None

This course provides a study of the management of dental office emergencies. Topics include methods of prevention, necessary equipment/drugs, medicolegal considerations, recognition and effective initial management of a variety of emergencies. Upon completion, the student should be able to recognize, assess and manage various dental office emergencies and activate advanced medical support when indicated.

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**DEN 130 Dental Hygiene Theory I** 

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Prerequisites: DEN 120 Corequisites: DEN 131

This course is a continuation of the didactic dental hygiene concepts necessary for providing an oral prophylaxis. Topics include deposits/removal, instrument sharpening, patient education, fluorides, planning for dental hygiene treatment, charting, and clinical records and procedures. Upon completion, students should be able to demonstrate knowledge needed to complete a thorough oral prophylaxis.

DEN 131 Dental Hygiene Clinic I 0 0 9

Prerequisites: DEN 121 Corequisites: DEN 130

This course continues skill development in providing an oral prophylaxis. Emphasis is placed on treatment of the recall patients with gingivitis or light deposits. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene treatment.

DEN 140 Dental Hygiene Theory II 1 0 0 1

Prerequisites: DEN 130 Corequisites: DEN 141

This course provides a continuation of the development, theory, and practice of patient care. Topics include modification of treatment for special needs patients, advanced radiographic interpretation, and ergonomics. Upon completion, students should be able to differentiate necessary treatment modifications, effective ergonomic principles, and radiographic abnormalities.

DEN 141 Dental Hygiene Clinic II 0 0 6 2

Prerequisites: DEN 131 Corequisites: DEN 140

This course continues skill development in providing an oral prophylaxis. Emphasis is placed on treatment of patients with early periodontal disease and subgingival deposits. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene treatment.

DEN 220 Dental Hygiene Theory III 2 0 0 2

Prerequisites: DEN 140 Corequisites: DEN 221

This course provides a continuation in developing the theories and practices of patient care. Topics include periodontal debridement, pain control, subgingival irrigation, air polishing, and case presentations. Upon completion, students should be able to demonstrate knowledge of methods of treatment and management of periodontally compromised patients.

4

**DEN 221 Dental Hygiene Clinic III** 0 0 12

Prerequisites: DEN 141 Corequisites: DEN 220

This course continues skill development in providing an oral prophylaxis. Emphasis is placed on treatment of patients with moderate to advanced periodontal involvement and moderate deposits. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene treatment.

**DEN 222 General & Oral Pathology** 2 0 0 2 Prerequisites: BIO 168, DEN 110

Corequisites: None

This course provides a general knowledge of oral pathological manifestations associated with selected systemic and oral diseases. Topics include developmental and degenerative diseases, selected microbial diseases, specific and nonspecific immune and inflammatory responses with emphasis on recognizing abnormalities. Upon completion, students should be able to differentiate between normal and abnormal tissues and refer unusual findings to the dentist for diagnosis.

**DEN 223 Dental Pharmacology** 2 0 0 2 Prerequisites: Enrollment in the Dental Hygiene program Corequisites: BIO 168

This course provides basic drug terminology, general principles of drug actions, dosages, routes of administration, adverse reactions, and basic principles of anesthesiology. Emphasis is placed on knowledge of drugs in overall understanding of patient histories and health status. Upon completion, students should be able to recognize that each patient's general health or drug usage may require modification of the treatment procedures.

**DEN 224 Materials and Procedures** 1 3 0 2

Prerequisites: DEN 111 Corequisites: None

This course introduces the physical properties of materials and related procedures used in dentistry. Topics include restorative and preventive materials, fabrication of casts and appliances, and chairside functions of the dental hygienist. Upon completion, students should be able to demonstrate proficiency in the laboratory and/or clinical application of routinely used dental materials and chairside functions.

**DEN 230 Dental Hygiene Theory IV** 1 0 0 1

Prerequisites: DEN 220 Corequisites: DEN 231

This course provides an opportunity to increase knowledge of the profession. Emphasis is placed on dental specialties and completion of a case presentation. Upon completion, students should be able to demonstrate knowledge of various disciplines of dentistry and principles of case presentations. Class Lab Clinical Credit

DEN 231 Dental Hygiene Clinic IV 0 0

0 12 4

Prerequisites: DEN 221 Corequisites: DEN 230

This course continues skill development in providing an oral prophylaxis. Emphasis is placed on periodontal maintenance and on treating patients with moderate to advanced/refractory periodontal disease. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene treatment.

**DEN 232 Community Dental Health** 2 0 3 3 Prerequisites: Enrollment in the Dental Hygiene program

Corequisites: None

This course provides a study of the principles and methods used in assessing, planning, implementing, and evaluating community dental health programs. Topics include epidemiology, research methodology, biostatistics, preventive dental care, dental health education, program planning, and financing and utilization of dental services. Upon completion, students should be able to assess, plan, implement, and evaluate a community dental health program.

**DEN 233 Professional Development** 2 0 0 2 Prerequisites: Enrollment in the Dental Hygiene program Corequisites: None

This course includes professional development, ethics, and jurisprudence with applications to practice management. Topics include conflict management, state laws, resumes, interviews, and legal liabilities as health care professionals. Upon completion, students should be able to demonstrate the ability to practice dental hygiene within established ethical standards and state laws.

**DES 110 Architectural Graphics** 0 6 0 2

Prerequisites: None Corequisites: DES 125

This course introduces basic drafting skills and techniques. Emphasis is placed on the use of drafting equipment, lettering, dimensioning, elevations, sections, construction details, and actual fixture sizes as related to interior design situations. Upon completion, students should be able to complete working drawings skillfully utilizing principles of drafting.

**DES 111 Creative Problem Solving** 2 0 0 2 Prerequisites: None

Corequisites: None

This course is designed to improve conceptual abilities as applied to problems involved with creating practical furniture designs. Emphasis is placed on the awareness of creative thinking techniques that are involved with producing a workable design in an innovative fashion. Upon completion, students should be able to apply creative thinking techniques to find innovative solutions to furniture problems.

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**DES 115 Color Theory** 

Prerequisites: None Corequisites: None

This course introduces the element of color as a major design factor. Emphasis is placed on the physical, psychological, and other implications of color in design. Upon completion, students should be able to demonstrate knowledge of color and its effects on the human environment.

**DES 120 CAD for Interior Design** 

Prerequisites: DES 110 Corequisites: None

This course introduces basic computer-aided design and drafting skills and techniques within interior design applications. Emphasis is placed on the most common computer commands used in architectural drafting and design to draw, edit, manipulate layers, and create reusable drawings. Upon completion, students should be able to use specific computer applications to complete drawings and plot/print.

**DES 125 Graphic Presentation I** 

6

2

Prerequisites: DES 110 Corequisites: None

This course introduces graphic presentation techniques for communicating ideas. Topics include drawing, perspective drawing, and wet and dry media. Upon completion, students should be able to produce a pictorial presentation.

**DES 126 Graphic Presentation II** 

2

Prerequisites: DES 125 Corequisites: None

This course provides a more in-depth study of graphic techniques. Topics include extensive wet and dry media experience and advanced measured perspective techniques. Upon completion, students should be able to illustrate interiors and other elements.

DES 135 Prin & Elem of Design I

Prerequisites: None Corequisites: None

This course introduces the basic concepts and terminology of design as they relate to the design profession. Topics include line, pattern, space, mass, shape, texture, color, unity, variety, rhythm, emphasis, balance, proportion, scale, and function. Upon completion, students should be able to demonstrate an understanding of the principles covered through hands-on application.

DES 136 Prin & Elem of Design II

Prerequisites: DES 135 Corequisites: None

This course provides continued study of design principles introduced in DES 135. Emphasis is placed on color theory, pattern, and texture as used in interiors as well as an investigation of the psychology of color. Upon completion, students should be able to originate a color program for interiors.

**DES 210 Bus Prac/Interior Design** 

Prerequisites: None Corequisites: None

This course introduces contemporary business practices for interior design. Topics include employment skills, business formations, professional associations, preparation of professional contracts and correspondence, and means of compensation. Upon completion, students should be able to describe the basic business formations and professional associations and compose effective letters and contracts.

**DES 220 Intro to Interior Design** Prerequisites: DES 135 and ARC 111 or DES 110 or DFT 115

Corequisites: None

This course covers the basic principles of design as they relate specifically to interior design, furniture arrangement, wall composition, color, furnishings, collages, and illustration. Emphasis is placed on spatial relationships, craftsmanship, and visual presentation techniques. Upon completion, students should be able to arrange furnishings in rooms for various purposes, select furnishings and colors, and illustrate ideas graphically.

**DES 225 Textiles/Fabrics** 

0 3

Prerequisites: None Corequisites: None

This course includes the study of woven and non-woven fabrics for interiors. Topics include characteristics of fibers, yarns, weaving, felting, and knitting; processing of leather; and adorning and finishing of interior fabrics. Upon completion, students should be able to recognize and use correct terminology for upholstery, window treatments, and rugs/carpets with regard to flammability, performance, and durability.

DES 230 Residential Design I

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Prerequisites: DES 125, DES 136, DES 220

Corequisites: None

This course includes principles of interior design for various residential design solutions. Emphasis is placed on visual presentation and selection of appropriate styles to meet specifications. Upon completion, students should be able to complete scaled floorplans, elevations, specifications, color schemes and fabrics, and finishes and furniture selection.

DES 231 Residential Design II

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Prerequisites: DES 230 Corequisites: None

This course provides advanced projects with a client profile that utilizes the skills developed in DES 230. Emphasis is placed on a total concept and the presentation of appropriate and creative design solutions. Upon completion, students should be able to complete a detailed floorplan, space planning, furniture plan, specifications, program schedules, finishes, and detailed window treatments.

**DES 235 Products** 

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Prerequisites: None Corequisites: None

This course provides an overview of interior finishing materials and the selection of quality upholstery and case goods. Topics include hard and resilient floor coverings; wall coverings and finishes; ceilings, moldings, and furniture construction techniques; and other interior components. Upon completion, students should be able to recognize and use correct terminology, select appropriate materials for interior surfaces, and choose furniture based on sound construction.

DES 240 Non-Residential Design I

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Prerequisites: DES 125, DES 136, DES 220

Corequisites: None

This course introduces commercial/contract design including retail, office, institutional, restaurant, and hospitality design. Emphasis is placed on ADA requirements, building codes and standards, space planning, and selection of appropriate materials for non-residential interiors. Upon completion, students should be able to analyze and design introductory non-residential projects using graphic presentation concepts.

DES 241 Non-Residential Design II 1 6

Prerequisites: DES 240 Corequisites: None

This course provides an in-depth study of non-residential design exploring more comprehensive design solutions such as health care facilities, furniture gallery design, and large office complexes. Emphasis is placed on design of commercial interiors and suitability of materials to meet ADA requirements, codes, and standards. Upon completion, students should be able to design non-residential spaces meeting ADA requirements and select furniture, materials, fabrics, and accessories meeting codes and flammability standards.

DES 245 Sales & Mkt/Int Design

2 0 0

Prerequisites: None Corequisites: None

This course introduces retail/wholesale sales and marketing concepts, product distribution, and terminology for the interior

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design profession. Topics include current retail/wholesale marketing techniques, sales terminology, acceptable business practices, and basic retail/wholesale computations. Upon completion, students should be able to demonstrate knowledge of specific design marketing and sales organizations and techniques and compute basic mark-ups and mark-downs.

DES 256 History/Int & Furn II

3 0 0

Prerequisites: None Corequisites: None

This course covers English, American, and various styles of nineteenth-and twentieth-century furniture, interiors, and exteriors. Emphasis is placed on style recognition, vocabulary, and chronology. Upon completion, students should be able to recognize and describe major styles of furniture, interiors, and exteriors.

DES 280 Codes & Standards/Int Des 3

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Prerequisites: None Corequisites: None

This course introduces institutional and residential building codes as they relate to interior design. Topics include state and federal codes and standards related to physically disadvantaged access, fire codes, space allocation codes, and bathroom facility codes. Upon completion, students should be able to research and interpret state and federal building codes.

DES 285 Capstone/Interior Design

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Prerequisites: DES 210, DES 230, and DES 240

Corequisites: None

This course provides additional studio time to investigate areas of special interest, upgrade weaknesses, and/or capitalize on strengths. Topics include a broad range of options, both residential and non-residential, combining individual research and instructional guidance. Upon completion, students should be able to complete the graphics, client folder, and all schedules for a professional project.

**DFT 100 Marine Drafting** 

1 2 0 2

Prerequisites: None

Corequisites: BTB 101

This course introduces blueprint reading, sketching, marine drafting equipment, and the lines plan. Topics include utilization of mechanical drafting tools, blueprint lines, pictorial sketching, blueprint reading, and manually drawing plans for boats from tables of offsets. Upon completion, students should be able to create pictorial sketches, make materials lists from blueprints, expand transoms, and demonstrate an understanding of lines plans.

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**DFT 111 Technical Drafting I** 

1 3 0

Prerequisites: None Corequisites: DFT 111A

This course introduces basic drafting skills, equipment, and applications. Topics include sketching, measurements, lettering, dimensioning, geometric construction, orthographic projections and pictorials drawings, sections, and auxiliary views. Upon completion, students should be able to understand and apply basic drawing principles and practices.

**DFT 111A Technical Drafting I Lab** 0 3 0 1

Prerequisites: None Corequisites: DFT 111

This course provides a laboratory setting to enhance basic drafting skills. Emphasis is placed on practical experiences that enhance the topics presented in DFT 111. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in DFT 111.

**DFT 112 Technical Drafting II** 1 3 0 2

Prerequisites: DFT 111 Corequisites: DFT 112A

This course provides for advanced drafting practices and procedures. Topics include detailed working drawings, hardware, fits and tolerances, assembly and sub-assembly, geometric dimensioning and tolerancing, intersections, and developments. Upon completion, students should be able to produce detailed working drawings.

**DFT 112A Technical Drafting II Lab** 0 3 0 1

Prerequisites: None Corequisites: DFT 112

This course provides a laboratory setting to enhance advance drafting skills. Emphasis is placed on practical experiences that enhance the topics presented in DFT 112. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in DFT 112.

**DFT 121 Intro to GD & T** 1 2 0 2

Prerequisites: None Corequisites: None

This course introduces basic geometric dimensioning and tolerancing principles. Topics include symbols, annotation, theory, and applications. Upon completion, students should be able to interpret and apply basic geometric dimensioning and tolerancing principles to drawings.

51 CAD I 2 3 0 3

**DFT 151 CAD I**Prerequisites: None
Corequisites: None

This course introduces CAD software as a drawing tool. Topics include drawing, editing, file management, and plotting. Upon completion, students should be able to produce and plot a CAD drawing.

**DFT 152 CAD II** 2 3 0 3

Prerequisites: DFT 151 Corequisites: None

This course is a continuation of DFT 151. Topics include advanced two-dimensional, three-dimensional, and solid modeling and extended CAD applications. Upon completion, students should be able to generate and manage CAD drawings and models to produce engineering documents.

**DFT 153 CAD III** 2 3 0 3

Prerequisites: DFT 151 Corequisites: None

This course covers basic principles of three-dimensional CAD wireframe and surface models. Topics include user coordinate systems, three-dimensional viewpoints, three-dimensional wireframes, and surface components and viewpoints. Upon completion, students should be able to create and manipulate three-dimensional wireframe and surface models. In addition to wire frame and surface models the students will be introduced to solid models using parametrics while incorporating these new skills in a Mechanical Design project.

**DFT 211 Gears, Cams, & Pulleys** 1 3 0 2

Prerequisites: DFT 111 and MAT 121

Corequisites: None

This course introduces the principles of motion transfer. Topics include gears, cams, pulleys, and drive components. Upon completion, students should be able to solve problems and produce drawings dealing with ratios.

DFT 221 Electrical Drafting 2 6 0 4 Prerequisites: DFT 111 and DFT 151

Corequisites: None

This course covers the practices used for making electrical drawings. Emphasis is placed on symbol identification and various types of electrical diagrams. Upon completion, students should be able to properly utilize electrical symbols in the construction of various electrical diagrams. Symbols for piping and welding will also be covered.

2

**DFT 231 Jig and Fixture Design** 2

Prerequisites: DFT 112 or MEC 210 and MEC 250

and MEC 252 Corequisites: None

This course introduces the study of jigs and fixtures. Topics include different types, components, and uses of jigs and fixtures. Upon completion, students should be able to analyze, design, and complete a set of working drawings for a jig or fixture.

**DRA 111 Theatre Appreciation** 0

Prerequisites: Proficiency in reading or a grade of "C" or better

in ENG 095

Corequisites: None

This course provides a study of the art, craft, and business of the theatre. Emphasis is placed on the audience's appreciation of the work of the playwright, director, actor, designer, producer, and critic. Upon completion, students should be able to demonstrate a vocabulary of theatre terms and to recognize the contributions of various theatre artists.

**DRA 122 Oral Interpretation** 

Prerequisites: Proficiency in reading or a grade of "C" or better

in ENG 095

Corequisites: None

This course introduces the dramatistic study of literature through performance. Emphasis is placed on analysis and performance of poetry, drama, and prose fiction. Upon completion, students should be able to embody and discuss critically the speakers inherent in literature.

**DRA 170 Play Production I** 

Prerequisites: Proficiency in reading or a grade of "C" or better in ENG 095

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Corequisites: None

This course provides an applied laboratory study of the processes involved in the production of a play. Topics include fundamental practices, principles, and techniques associated with producing plays of various periods and styles. Upon completion, students should be able to participate in an assigned position with a college theatre production.

DRA 171 Play Production II 0

Prerequisites: DRA 170

Corequisites: None

This course provides an applied laboratory study of the processes involved in the production of a play. Topics include fundamental practices, principles, and techniques associated with producing plays of various periods and styles. Upon completion, students should be able to participate in an assigned position with a college theatre production.

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**DRA 211 Theatre History I** 

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Prerequisites: Proficiency in reading or a grade of "C" or better

in ENG 095

Corequisites: None

This course covers the development of theatre from its origin to the closing of the British theatre in 1642. Topics include the history, aesthetics, and representative dramatic literature of the period. Upon completion, students should be able to trace the evolution of theatre and recognize the styles and types of world drama.

**DRA 212 Theatre History II** 

Prerequisites: Proficiency in reading or a grade of "C" or better

in ENG 095

Corequisites: None

This course covers the development of theatre from 1660 through the diverse influences which shaped the theatre of the twentieth century. Topics include the history, aesthetics, and representative dramatic literature of the period. Upon completion, students should be able to trace the evolution of theatre and recognize the styles and types of world drama.

**ECO 151 Survey of Economics** 

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Prerequisites: Proficiency in reading or a grade of "C" or better

in ENG 095

Corequisites: None

This course introduces basic concepts of micro- and macroeconomics. Topics include supply and demand, optimizing economic behavior, prices and wages, money, interest rates, banking system, unemployment, inflation, taxes, government spending, and international trade. Upon completion, students should be able to explain alternative solutions for economic problems faced by private and government sectors.

**ECO 251 Prin of Microeconomics** 

0 0 3

Prerequisites: Proficiency in reading or a grade of "C" or better

in ENG 095

Corequisites: None

This course introduces economic analysis of individual, business, and industry choices in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives.

**ECO 252 Prin of Macroeconomics** 3 0 0 3 Prerequisites: Proficiency in reading or a grade of "C" or better

in ENG 095

Corequisites: None

This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals.

EDU 111 Early Childhood Cred I 2 0 0 2

Prerequisites: None Corequisites: None

This course introduces early childhood education and the role of the teacher in environments that encourage exploration and learning. Topics include professionalism, child growth and development, individuality, family, and culture. Upon completion, students should be able to identify and demonstrate knowledge of professional roles, major areas of child growth and development, and diverse families.

EDU 112 Early Childhood Cred II 2 0 0 2

Prerequisites: EDU 111 Corequisites: None

This course introduces developmentally appropriate practices, positive guidance, and standards of health, safety, and nutrition. Topics include the learning environment, planning developmentally appropriate activities, positive guidance techniques, and health, safety, and nutrition standards. Upon completion, students should be able to demonstrate developmentally appropriate activities and positive guidance techniques and describe health/sanitation/nutrition practices that promote healthy environments for children.

EDU 113 Family/Early Child Cred 2 0 0 2

Prerequisites: EDU 111 Corequisites: None

This course covers business/professional practices for family early childhood providers, developmentally appropriate practices, positive guidance, and methods of providing a safe and healthy environment. Topics include developmentally appropriate practices; health, safety and nutrition; and business and professionalism. Upon completion, students should be able to develop a handbook of policies, procedures, and practices for a family child care home.

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**EDU 116 Intro to Education** 

3 2 0 4

Prerequisites: Proficiency in reading or a grade of "C" or better in ENG 095

Corequisites: None

This course introduces the American educational system and the teaching profession. Topics include historical and philosophical foundations of education, contemporary educational trends and issues, curriculum development, and observation and participation in public school classrooms. Upon completion, students should be able to relate classroom observations to the roles of teachers and schools and the process of teacher education. A PLC system to perform a wide variety of industrial control functions.

EDU 131 Child, Family, & Communicat3 0 0 3

Prerequisites: None Corequisites: None

This course covers the relationships between the families, programs for children/schools, and the community. Emphasis is placed on establishing and maintaining positive collaborative relationships with families and community resources. Upon completion, students should be able to demonstrate strategies for effectively working with diverse families and identifying and utilizing community resources.

EDU 146 Child Guidance

3 0 0 3

Prerequisites: None Corequisites: None

This course introduces practical principles and techniques for developmentally appropriate guidance. Emphasis is placed on encouraging self-esteem and cultural awareness, effective communication skills, and direct and indirect guidance techniques and strategies. Upon completion, students should be able to demonstrate strategies which encourage positive social interactions, promote conflict resolution, and develop self-control, self-motivation, and self-esteem in children.

**EDU 151 Creative Activities** 

3 0 0 3

Prerequisites: None Corequisites: None

This course covers creative learning environments, planning and implementing developmentally appropriate experiences, and developing appropriate teaching materials for the classroom. Emphasis is placed on creative activities for children in art, music, movement and physical skills, and dramatics. Upon completion, students should be able to select and evaluate developmentally appropriate learning materials and activities.

EDU 151A Creative Activities Lab 0 2 0 1 Prerequisites: None

Corequisites: EDU 151

This course provides a laboratory component to complement EDU 151. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of appropriate creative activities.

**EDU 153 Health, Safety, & Nutrit** 3 0 0 3 Prerequisites: None

Corequisites: None

This course focuses on promoting and maintaining the health and well-being of children. Topics include health and nutritional needs, safe and healthy environments, and recognition and reporting of child abuse and neglect. Upon completion, students should be able to set up and monitor safe indoor and outdoor environments and implement a nutrition education program.

EDU 185 Cognitive & Lang Act 3 0 0 3

Prerequisites: None Corequisites: None

This course covers methods of developing cognitive and language/communication skills in children. Emphasis is placed on planning the basic components of language and cognitive processes in developing curriculum activities. Upon completion, students should be able to identify, plan, select materials and equipment, and implement and evaluate developmentally appropriate curriculum activities.

EDU 185A Cognitive & Lang Act Lab 0 2 0 1

Prerequisites: None Corequisites: EDU 185

This course provides a laboratory component to complement EDU 185. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of appropriate cognitive language activities.

EDU 188 Issues in Early Child Ed 2 0 0 2

Prerequisites: None Corequisites: None

This course covers topics and issues in early childhood education. Emphasis is placed on current advocacy issues, emerging technology, professional growth experiences, and other related topics. Upon completion, students should be able to list, discuss, and explain current topics and issues in early childhood education. Class Lab Clinical Credit

EDU 221 Children with Sp Needs 3 0 0 3 Prerequisites: EDU 144 and EDU 145 or PSY 244 and PSY 245

Corequisites: None

This course introduces working with children with special needs. Emphasis is placed on the characteristics and assessment of children and strategies for adapting the home and classroom environment. Upon completion, students should be able to recognize atypical development, make appropriate referrals, and work collaboratively to plan, implement, and evaluate inclusion strategies.

EDU 234 Infants, Toddlers, & Twos 3 0 0 3

Prerequisites: None Corequisites: None

This course covers the skills needed to effectively implement group care for infants, toddlers, and two-year olds. Emphasis is placed on child development and developmentally appropriate practices. Upon completion, students should be able to identify, plan, select materials and equipment, and implement and evaluate a developmentally appropriate curriculum.

EDU 235 School-Age Dev & Program 2 0 0 2

Prerequisites: None Corequisites: None

This course presents developmentally appropriate practices in group care for school-age children. Topics include principles of development, environmental planning, and positive guidance techniques. Upon completion, students should be able to discuss developmental principles for children five to twelve years of age and plan and implement age-appropriate activities.

**EDU 251 Exploration Activities** 3 0 0 3 Prerequisites: None

Prerequisites: None Corequisites: None

This course covers discovery experiences in science, math, and social studies. Emphasis is placed on developing concepts for each area and encouraging young children to explore, discover, and construct concepts. Upon completion, students should be able to discuss the discovery approach to teaching, explain major concepts in each area, and plan appropriate experiences for children.

EDU 251A Exploration Act Lab 0 2 0 1

Prerequisites: None Corequisites: EDU 251

This course provides a laboratory component to complement EDU 251. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of appropriate science, math, and social studies activities for children.

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**EDU 259 Curriculum Planning** 3 0 0 Prerequisites: EDU 112, EDU 113, or EDU 119

Corequisites: None

This course covers early childhood curriculum planning. Topics include philosophy, curriculum, indoor and outdoor environmental design, scheduling, observation and assessment, and instructional planning and evaluation. Upon completion, students should be able to assess children and curriculum; plan for daily, weekly, and long-range instruction; and design environments with appropriate equipment and supplies.

EDU 261 Early Childhood Admin I 2 0 0 2

Prerequisites: None Corequisites: None

This course covers the policies, procedures, and responsibilities for the management of early childhood education programs. Topics include implementation of goals, principles of supervision, budgeting and financial management, and meeting the standards for a NC Child Day Care license. Upon completion, students should be able to develop program goals, explain licensing standards, determine budgeting needs, and describe effective methods of personnel supervision.

EDU 262 Early Childhood Admin II 3 0 0 3

Prerequisites: EDU 261 Corequisites: None

This course provides a foundation for budgetary, financial, and personnel management of the child care center. Topics include budgeting, financial management, marketing, hiring, supervision, and professional development of a child care center. Upon completion, students should be able to formulate marketing, financial management, and fund development plans and develop personnel policies, including supervision and staff development plans.

EDU 263 Dev School-Age Prog 2 0 0 2

Prerequisites: None Corequisites: None

This course introduces the methods and procedures for operating a school-age program in either the public or proprietary setting. Emphasis is placed on constructing and organizing the physical environment as well as planning and developing a school-age program. Upon completion, students should be able to plan and develop a quality school-age program.

ELC 111 Intro to Electricity 2 2 0 3

Prerequisites: None Corequisites: None

This course introduces the fundamental concepts of electricity and test equipment to non-electrical/electronic majors. Topics include basic DC and AC principles (voltage, resistance, current, impedance); components (resistors, inductors, and capacitors); power; and operation of test equipment. Upon completion, students should be able to construct and analyze simple DC and AC circuits using electrical test equipment.

**ELC 112 DC/AC Electricity** 

3 6 0 5

Prerequisites: None Corequisites: None

This course introduces the fundamental concepts of and computations related to DC/AC electricity. Emphasis is placed on DC/AC circuits, components, operation of test equipment; and other related topics. Upon completion, students should be able to construct, verify, and analyze simple DC/AC circuits.

**ELC 113 Basic Wiring I** 

6 0 4

Prerequisites: None Corequisites: None

This course introduces the care/usage of tools and materials used in electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical blueprint reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with basic electrical installations.

**ELC 114 Basic Wiring II** 

6 0

Prerequisites: ELC 113 Corequisites: None

This course provides additional instruction in the application of electrical tools, materials, and test equipment associated with electrical installations. Topics include the NEC; safety; electrical blueprints; planning, layout, and installation of equipment and conduits; and wiring devices such as panels and overcurrent devices. Upon completion, students should be able to properly install equipment and conduit associated with electrical installations.

**ELC 115 Industrial Wiring** 

2 6 0 4

Prerequisites: ELC 113 Corequisites: None

This course covers layout, planning, and installation of wiring systems in industrial facilities. Emphasis is placed on industrial wiring methods and materials. Upon completion, students should be able to install industrial systems and equipment.

**ELC 117 Motors and Controls** 

2 6 0 4

Prerequisites: ELC 112 or ELC 131

Corequisites: None

This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control

devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits.

**ELC 118 National Electrical Code** 1 Prerequisites: ELC 113 or permission of the instructor Corequisites: None

This course covers the use of the current National Electrical Code. Topics include the NEC history, wiring methods, overcurrent protection, materials, and other related topics. Upon completion, students should be able to effectively use the NEC.

**ELC 119 NEC Calculations** 2 0 2 1 Prerequisites: ELC 118 or permission of the instructor Corequisites: None

This course covers branch circuit, feeder, and service calculations. Emphasis is placed on sections of the National Electrical Code related to calculations. Upon completion, students should be able to use appropriate code sections to size wire, conduit, and overcurrent devices for branch circuits, feeders, and service.

**ELC 125 Diagrams and Schematics** 2 Prerequisites: ELC 113 or permission of the instructor Corequisites: None

This course covers the interpretation of electrical diagrams, schematics, and drawings common to electrical applications. Emphasis is placed on reading and interpreting electrical diagrams and schematics. Upon completion, students should be able to read and interpret electrical diagrams and schematics.

ELC 128 Intro to PLC 3 0 3 Prerequisites: ELC 117 or permission of the instructor

Corequisites: None

This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to install PLCs and create simple programs.

ELC 131 DC/AC Circuit Analysis 4 3 Prerequisites: A grade of "C" or better in ENG 095 or English and Reading Placement score 42 or higher Corequisites: MAT 121

This course introduces DC and AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC and AC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation software, and other related topics.

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Upon completion, students should be able to interpret circuit schematics; design, construct, verify, and analyze DC/AC circuits; and properly use test equipment.

**ELC 133 Adv Circuit Analysis** 

0 3

Prerequisites: ELC 131 Corequisites: None

This course covers additional concepts of DC/AC electricity, the use of test equipment, and measurement techniques for electrical/electronics majors. Topics include the application of network theorems such as delta/wye transformations, Superposition Theorem, and other advanced circuit analysis principles. Upon completion, students should be able to construct and analyze DC/AC circuits used advanced circuit analysis theorems, circuit simulators, and test equipment.

**ELC 135 Electrical Machines I** Prerequisites: ELC 112, ELC 131 0

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Corequisites: None

This course covers magnetic circuits, transformers, DC/AC generators, and a review of the three-phase circuit fundamentals including power factor. Topics include magnetic terms and calculations, transformer calculations based on primary or secondary equivalent circuits, and generator regulation and efficiency calculations. Upon completion, students should be able to perform regulation and efficiency calculations for DC/ AC single- and three-phase transformer and generator circuits. In addition the course represents a continuation of AC including motors, phasors, complex number and circuit response characteristics.

**ELC 228 PLC Applications** Prerequisites: ELC 128

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Corequisites: None

This course continues the study of the programming and applications of programmable logic controllers. Emphasis is placed on advanced programming, networking, advanced I/O modules, reading and interpreting error codes, and troubleshooting. Upon completion, students should be able to program and troubleshoot programmable logic controllers.

**ELC 229 Applications Project** 

3 2 0

Prerequisites: ELC 112, ELC 113

Corequisites: None

This course provides an individual and/or integrated team approach to a practical project as approved by the instructor. Topics include project selection and planning, implementation and testing, and a final presentation. Upon completion, students should be able to plan and implement an applications-oriented project.

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1 2 0 2

Prerequisites: None Corequisites: None

**ELN 114 Marine Electronics** 

This course introduces a wide variety of marine electronics that are used in the marine research industry. Topics include basic theory, components, circuits, testing, troubleshooting, and installation of AC and DC marine electronics. Upon completion, students should be able to install, troubleshoot, and operate basic marine electronics used in the marine research industry.

ELN 131 Electronic Devices 3 3 0

Prerequisites: ELC 131, ELC 112, MAT 121

Corequisites: None

This course includes semiconductor-based devices such as diodes, bipolar transistors, FETs, thyristors, and related components. Emphasis is placed on analysis, selection, biasing, and applications in power supplies, small signal amplifiers, and switching and control circuits. Upon completion, students should be able to construct, analyze, verify, and troubleshoot discrete component circuits using appropriate techniques and test equipment.

ELN 132 Linear IC Applications 3 3 0 4

Prerequisites: ELN 131 Corequisites: None

This course introduces the characteristics and applications of linear integrated circuits. Topics include op-amp circuits, differential amplifiers, instrumentation amplifiers, waveform generators, active filters, PLLs, and IC voltage regulators. Upon completion, students should be able to construct, analyze, verify, and troubleshoot linear integrated circuits using appropriate techniques and test equipment.

ELN 133 Digital Electronics 3 3 0 4

Prerequisites: ELC 112 or ELC 131, ELN 131

Corequisites: None

This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, MSI and LSI circuits, AC/DC converters, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment.

ELN 229 Industrial Electronics 2 4 0 4

Prerequisites: ELC 112, ELC 131

Corequisites: None

This course covers semiconductor devices used in industrial applications. Topics include the basic theory, application, and operating characteristics of semiconductor devices (filters, rectifiers, FET, SCR, Diac, Triac, Op-amps, etc). Upon

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completion, students should be able to install and/or troubleshoot these devices for proper operation in an industrial electronic circuit.

**ELN 231 Industrial Controls** 

2 3 0 3

Prerequisites: ELC 112, or ELC 131

Corequisites: None

This course introduces the fundamental concepts of solid-state control of rotating machinery and associated peripheral devices. Topics include rotating machine theory, ladder logic, electromechanical and solid state relays, motor controls, pilot devices, three-phase power systems, and other related topics. Upon completion, students should be able to interpret ladder diagrams and demonstrate an understanding of electromechanical and electronic control of rotating machinery.

**ELN 232 Intro to Microprocessors** 

3 0 4

Prerequisites: CSC 133, ELN 133

Corequisites: None

This course introduces microprocessor architecture and microcomputer systems including memory and input/output interfacing. Topics include assembly language programming, bus architecture, bus cycle types, I/O systems, memory systems, interrupts, and other related topics. Upon completion, students should be able to interpret, analyze, verify, and troubleshoot fundamental microprocessor circuits and programs using appropriate techniques and test equipment. In addition, microprocessor interfacing techniques using C and assembly language programming will be examined.

ELN 234 Communication Systems 3 3 0 4

Prerequisites: ELN 131, 132, 133 and MAT 121

Corequisites: None

This course introduces the fundamentals of electronic communication systems. Topics include the frequency spectrum, electrical noise, modulation techniques, characteristics of transmitters and receivers, and digital communications. Upon completion, students should be able to interpret analog and digital communication circuit diagrams, analyze transmitter and receiver circuits, and use appropriate communication test equipment.

ELN 235 Data Communication System 3 3 0 4

Prerequisites: ELN 234 Corequisites: None

This course covers data communication systems and the transmission of digital information from source to destination. Topics include data transmission systems, serial interfaces and modems, protocols, networks, and other related topics. Upon completion, students should be able to demonstrate knowledge of the concepts associated with data communication systems.

ELN 236 Fiber Optics and Lasers

3 2 0 4

Prerequisites: ELN 234 Corequisites: None

This course introduces the fundamentals of fiber optics and lasers. Topics include the transmission of light; characteristics of fiber optic and lasers and their systems; fiber optic production; types of lasers; and laser safety. Upon completion, students should be able to understand fiber optic communications and basic laser fundamentals. In addition, opto-electronic devices and optical transmitters and receivers will be investigated and analyzed.

**ELN 237 Local Area Networks** 

2 3 0 3

Prerequisites: A grade of "C" or better in ENG 095 or English and Reading Placement Score 42 or higher and either CIS 110, CIS 111 or Instructor approval.

Corequisites: None

This course introduces the fundamentals of local area networks and their operation in business and computer environments. Topics include the characteristics of network topologies, system hardware (repeaters, bridges, routers, gateways), system configuration, and installation and administration of the LAN. Upon completion, students should be able to install, maintain, and manage a local area network.

**ELN 238 Advanced LANs** 

2 3 0

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Prerequisites: ELN 237 Corequisites: None

This course covers advanced concepts, tools, and techniques associated with servers, workstations, and overall local area network performance. Topics include network security and configuration, system performance and optimization, communication protocols and packet formats, troubleshooting techniques, multi-platform integration, and other related topics. Upon completion, students should be able to use advanced techniques to install, manage, and troubleshoot networks and optimize server and workstation performance.

**ELN 260 Prog Logic Controllers** 

3 0

Prerequisites: None Corerequisites: None

This course provides a detailed study of PLC applications, with a focus on design of industrial control circuits using the PLC. Topics include PLC components, memory organization, math instructions, programming documentation, input/output devices, and applying PLCs in the design of industrial control systems. Upon completion, students should be able to design and program a PLC system to perform a wide variety of industrial control functions.

Class Lab Clinical Credit

**ELN 275 Troubleshooting** 

1 2 0 2

Prerequisites: None

Corequisites: ELN 133 or ELN 141

This course covers techniques of analyzing and repairing failures in electronic equipment. Topics include safety, signal tracing, use of service manuals, and specific troubleshooting methods for analog, digital, and other electronics-based circuits and systems. Upon completion, students should be able to logically diagnose and isolate faults and perform necessary repairs to meet manufacturers' specifications.

ENG 075 Reading/Lang. Essentials

5 0 0 3

Prerequisites: English or Reading Placement Score 23-34

Corequisites: None

This course uses whole language to develop proficiency in basic reading and writing. Emphasis is placed on increasing vocabulary, developing comprehension skills, and improving grammar. Upon completion, students should be able to understand and create grammatically and syntactically correct sentences.

**ENG 085 Read & Writing Foundat** 5 0 0 5 Prerequisites: A grade of "C" or better in ENG 075, or, English

or Reading Placement Score 35-38

Corequisites: None

This course uses whole language to develop proficiency in reading and writing for college. Emphasis is placed on applying analytical and critical reading skills to a variety of texts and on introducing the writing process. Upon completion, students should be able to recognize and use various patterns of text organization and compose effective paragraphs.

**ENG 095 Reading/Comp Strategies** 5 0 0 5 Prerequisites: A grade of "C" or better in ENG 085, or, English or Reading Placement Score 39-41

Corequisites: None

This course uses whole language to strengthen proficiency in reading and writing for college. Emphasis is placed on applying critical reading skills to narrative and expository texts and on using the writing process. Upon completion, students should be able to comprehend, analyze, and evaluate college texts and to compose essays in preparation for college writing.

**ENG 101 Applied Communications** 3 0 0 3 Prerequisites: None

Corequisites: None

This course is designed to enhance reading and writing skills for the workplace. Emphasis is placed on technical reading, job-related vocabulary, sentence writing, punctuation, and spelling. Upon completion, students should be able to identify main ideas with supporting details and produce mechanically correct short writings appropriate to the workplace. This course meets requirements for diploma programs.

**ENG 102 Applied Communicat II** 

Prerequisites: None Corequisites: None

This course is designed to enhance writing and speaking skills for the workplace. Emphasis is placed on generating short writings such as job application documents, memoranda, and reports and developing interpersonal communication skills with employees and the public. Upon completion, students should be able to prepare effective, short, and job-related written and oral communications. This course meets requirements for diploma programs.

**ENG 111 Expository Writing** 

Prerequisites: A grade of "C" or better in ENG 095, or, a grade of "C" or better in ENG 090 and RED 090, or, English and

Reading Placement score 42 or higher

Corequisites: None

This course is the required first course in a series of two designed to develop the ability to produce clear expository prose. Emphasis is placed on the writing process including audience analysis, topic selection, thesis support and development, editing, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course may be taught in a computer lab.

ENG 112 Argument-Based Research 3 3 0

Prerequisites: ENG 111 Corequisites: None

This course, the second in a series of two, introduces research techniques, documentation styles, and argumentative strategies. Emphasis is placed on analyzing data and incorporating research findings into documented argumentative essays and research projects. Upon completion, students should be able to summarize, paraphrase, interpret, and synthesize information from primary and secondary sources using standard research format and style.

ENG 113 Literature-Based Research 3 3

Prerequisites: ENG 111 Corequisites: None

This course, the second in a series of two, expands the concepts developed in ENG 111 by focusing on writing that involves literature-based research and documentation. Emphasis is placed on critical reading and thinking and the analysis and interpretation of prose, poetry, and drama: plot, characterization, theme, cultural context, etc. Upon completion, students should be able to construct mechanically sound, documented essays and research papers that analyze and respond to literary works.

Class Lab Clinical Credit

**ENG 114 Profess Research/Report** 

3

Prerequisites: ENG 111 Corequisites: None

This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations.

**ENG 115 Oral Communication** 

Prerequisites: None Corequisites: None

This course introduces the basic principles or oral communication in both small group and public settings. Emphasis is placed on the components of the communication process, group decision-making, and public address. Upon completion, students should be able to demonstrate the principles of effective oral communication in small group and public settings.

**ENG 125 Creative Writing I** 

Prerequisites: ENG 111 Corequisites: None

This course is designed to provide students with the opportunity to practice the art of creative writing. Emphasis is placed on writing, fiction, poetry, and sketches. Upon completion, students should be able to craft and critique their own writing and critique the writing of others.

**ENG 126 Creative Writing II** 

0 3

Prerequisites: ENG 125 Corequisites: None

This course is designed as a workshop approach for advancing imaginative and literary skills. Emphasis is placed on the discussion of style, techniques, and challenges for first publications. Upon completion, students should be able to submit a piece of their writing for publication.

**ENG 131 Intro to Literature** 

3

Prerequisites: ENG 111

Corequisites: ENG 112 or ENG 113 or ENG 114

This course introduces the principal genres of literature. Emphasis is placed on literary terminology, devices, structure, and interpretation. Upon completion, students should be able to analyze and respond to literature.

ENG 231 American Literature I 3 0 0 3
Prerequisites: ENG 112 or ENG 113 or ENG 114

Corequisites: None

This course covers selected works in early American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical, and cultural contexts.

ENG 232 American Literature II 3 0 0 3 Prerequisites: ENG 112 or ENG 113 or ENG 114

Corequisites: None

This course provides a survey of selected works in early American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts.

ENG 233 Major American Writers 3 0 0 3 Prerequisites: ENG 112 or ENG 113 or ENG 114

Corequisites: None

This course provides an intensive study of the works of several major American authors. Emphasis is placed on American history, culture, and the literary merits. Upon completion, students should be able to interpret, analyze, and evaluate the works studied.

ENG 241 British Literature I 3 0 0 3 Prerequisites: ENG 112 or ENG 113 or ENG 114

Corequisites: None

This course covers selected works in British literature from its beginnings to the Romantic Period. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts.

ENG 242 British Literature II 3 0 0 3 Prerequisites: ENG 112 or ENG 113 or ENG 114

Corequisites: None

This course covers selected works in British literature from the Romantic Period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts.

Class Lab Clinical Credit

3

ENG 251 Western World Lit I 3 0 0 Prerequisites: ENG 112 or ENG 113 or ENG 114

Corequisites: None

This course provides a survey of selected European works from the Classical period through the Renaissance. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works.

**ENG 252 Western World Lit II** 3 0 0 3 Prerequisites: ENG 112 or ENG 113 or ENG 114

Corequisites: None

This course provides a survey of selected European works from the Neoclassical period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works.

ENG 261 World Literature I 3 0 0 3

Prerequisites: ENG 112 or ENG 113 or ENG 114

Corequisites: None

This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from their literary beginnings through the seventeenth century. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works.

ENG 262 World Literature II 3 0 0 3 Prerequisites: ENG 112 or ENG 113 or ENG 114

Corequisites: None

This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from the eighteenth century to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works.

ENG 273 African-American Lit 3 0 0 3
Prerequisites: ENG 112 or ENG 113 or ENG 114

Corequisites: None

This course provides a survey of the development of African-American literature from its beginnings to the present. Emphasis is placed on historical and cultural context, themes, literary traditions, and backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and respond to selected texts.

ENG 274 Literature by Women 3 0 0 Prerequisites: ENG 112 or ENG 113 or ENG 114

Corequisites: None

This course provides an analytical study of the works of several women authors. Emphasis is placed on the historical and cultural contexts, themes and aesthetic features of individual works, and biographical backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and discuss selected works.

ENV 110 Environmental Science 3 0 0 3

Prerequisites: None Corequisites: None

This course covers the environmental problems facing society today. Topics include population, natural resources, air and water pollution, and waste disposal problems. Upon completion, students should be able to demonstrate insight into the role the individual plays in shaping the environment. Environmental issues unique to the Coastal Plain province will also be addressed, including shoreline development, beach erosion, and wetlands destruction.

**ENV 120 Earth Science** 3 2 0 4

Prerequisites: ENV 110 or BIO 140 and 140A

Corequisites: None

This course covers the fundamental principles of earth science that provide a foundation for continued study in environmental science. Emphasis is placed on the basic principles of geology, oceanography, meteorology, astronomy, and the development of inquiry about the natural world through observation. Upon completion, students should be able to demonstrate an understanding of the component areas of earth science. An introduction to coastal geology, basic site mapping techniques, and global positioning systems (GPS) will also be covered.

ENV 210 Management of Waste 3 2 0 4

Prerequisites: ENV 110 Corequisites: CHM 132

This course examines contemporary environmental issues concerning the disposal of wastes. Topics include problems associated with the disposal of municipal solid water, low-level radioactive waste, high-level radioactive waste, and hazardous and toxic waste. Upon completion, students should be able to demonstrate an understanding of the methodologies and technologies involved in the proper handling and disposal of wastes. Laboratory exercises will include consideration of the engineering, scientific, regulatory, and social issues associated with the siting and operation of waste disposal facilities. Laboratory and classroom exercises for this course will include the 40-hour training required to obtain the OSHA HAZWOPER certification for workers at hazardous waste sites.

Class Lab Clinical Credit

**ENV 212 Instrumentation** 

Prerequisites: ENV 110 Corequisites: CHM 132

This course introduces analytical techniques used in quantitative analysis of chemical samples. Emphasis is placed on both classical wet techniques of chemical analysis and modern instrumental techniques. Upon completion, students should be able to use the methodologies and technologies involved in chemical analysis. Techniques for collecting and field testing soil, air, groundwater, and surface water samples will also be covered.

**ENV 214 Water Quality** 3 2 0 4

Prerequisites: ENV 110 or BIO 140 and 140A

Corequisites: CHM 132

This course examines the constituents of natural waters from a biological and geochemical perspective. Topics include common components of water, water sources, water law, health consequences, water treatment procedures, and the design of water treatment plants. Upon completion, students should be able to demonstrate an understanding of the biological, chemical, and geological factors affecting water quality. Laboratory exercises will include basic water quality sampling procedures, interpretation of groundwater monitoring data, watershed management planning, and delineation of wellhead protection areas.

**ENV 218 Environmental Health** 3 0 0 3 Prerequisites: BIO 111 or ENV 110

Corequisites: None

This course covers the influence of environmental conditions on human health. Emphasis is placed on environmental contaminants and the major exposure routes of the human body. Upon completion, students should be able to examine segments of the environment, including air, water, and food, and determine how the conditions of these influence human health. The basic principles of toxicology and environmental risk assessment will also be covered.

**ENV 222 Air Quality** 3 2 0 4

Prerequisites: ENV 110 or BIO 140 and 140A

Corequisites: CHM 132

This course introduces the study of air quality and air pollution. Emphasis is placed on air pollution basics, current atmospheric conditions, effects of air pollution, air quality analysis and measurement, and regulatory control of air pollution. Upon completion, students should be able to demonstrate an understanding of the environmental hazards associated with air pollution from a human health and welfare perspective. The course will also consider air pollution meteorology, climate change, indoor air pollutants, toxic gases, and instrumentation used in meteorology and air quality monitoring.

ENV 226 Environmental Law

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Class Lab Clinical Credit

Prerequisites: ENV 110 or BIO 140 and 140A

Corequisites: ENV 218

This course covers federal laws and acts concerning environmental quality standards and the use of resources, legal procedures for enforcing laws, and problems concerning enforcement. Emphasis is placed on environmental law basics, water quality laws, air quality laws, waste disposal laws, and biological resource protection laws. Upon completion, students should be able to demonstrate an understanding of federal/state environmental laws and their importance to the protection of environmental quality. The North Carolina regulatory framework addressing well construction, groundwater quality, underground storage tanks, surface water standards, animal waste, and coastal zone development will also be explored.

FBG 100 Fiberglass Mold Making

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Prerequisites: BTB 102 Corequisites: None

This course introduces the construction of male and female molds for fiberglass boat production. Emphasis is placed on perfecting the plug chopper gun operation, materials and methods for mold construction, and current trends in the boat building industry. Upon completion, students should be able to finish a plug to the standards required by the industry and build a fiberglass mold suitable for production.

FRE 111 Elementary French I

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Prerequisites: None Corequisites: None

This course introduces the fundamental elements of the French language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written French and demonstrate cultural awareness.

FRE 112 Elementary French II

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Prerequisites: FRE 111 Corequisites: None

This course is a continuation of FRE 111 focusing on the fundamental elements of the French language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written French and to demonstrate further cultural awareness.

FRE 211 Intermediate French I

Prerequisites: FRE 112 Corequisites: None

This course provides a review and expansion of the essential skills of the French language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future.

FRE 212 Intermediate French II

0 3 0

Prerequisites: FRE 211 Corequisites: None

This course is a continuation of FRE 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication.

FVP 111 Intro. to Film and Video

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None None

This course is an overview of the film making process from conceptualization to execution and examines film genres in the context of history, theory, creativity, and commerce. Topics include the history of film and video in the US, technical terminology, relationships between various job categories, and the language of film. Upon completion, students should be able to demonstrate a film vocabulary and knowledge of working conditions in the film/video production field.

**FVP 112 Art Dept Operations I** 

3

Prerequisites: None

Prerequisites:

Corequisites:

Corequisites: None

This course introduces practical fabrication skills for wood and other materials required to build both props and sets from blueprints, photographs, or sketches. Emphasis is placed on the safe use of hand and power tools, and the skills required for collaborative efforts in set and prop construction. Upon completion students should be able to demonstrate a working knowledge of the equipment and skills necessary to assist in constructing sets and props.

**FVP 113 Grip & Electrical I** 

3 0

Prerequisites: None Corequisites: None

This course covers various grip/support packages used in different environments for studio and location. Topics include lighting units, hardware, stands, color media, and electrical theory with emphasis on safety. Upon completion, students should be able to execute basic grip and electrical directions given by the key grip, and/or gaffer.

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**FVP 120 Art Dept. Operations II** 

Class Lab Clinical Credit

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**FVP 114 Camera & Lighting I** Prerequisites: None Corequisites: None

This course covers the basic principles of video camera and recorder operations in professional formats, crew protocol and safety, and basic lighting theory and application. Emphasis is placed on terminology, the characteristics of light, basic lighting procedures, and proper procedures of field recording with video equipment. Upon completion, students should be able to demonstrate an understanding of the basic technical terms of camera operation, video recording and lighting equipment.

**FVP 115 Camera & Lighting II** 3

Prerequisites: FVP 114 Corequisites: None

This course offers advanced principles of video camera and recorder operations and introduces students to film formats and equipment as well as advanced lighting theory applications. Emphasis is placed on terminology, lighting for effect, and color correction. Upon completion, students should be able to demonstrate an understanding of camera terms and equipment, lighting theory and applications, and assist on studio and location shoots.

3 **FVP 116 Sound Operations** 3 0

Prerequisites: None Corequisites: None

This course provides an overview of sound theory, methods, and technologies for location and studio recording, and handson work in location sound gathering. Emphasis is placed on terminology, protocol, cabling, trouble-shooting, mixing skills and safety aspects associated with hands-on work in sound gathering. Upon completion, students should be able to demonstrate an understanding of sound theory and terminology and assist professionals in sound gathering in both film and audio production.

3 FVP 117 Make-up & Wardrobe 3

Prerequisites: None Corequisites: None

This course covers talent presentation for camera including period and genre make-up styles, materials and methods of fabrication. Emphasis is placed on understanding the wardrobe department, make-up application, prosthetics and special effects make-up with emphasis on safety, hygiene, durability and continuity. Upon completion, students should understand the functions of the wardrobe department and demonstrate competence in the use of various make-up applications.

Prerequisites: FVP 112 Corequisites: None

This course provides a more in depth coverage of the skills necessary to assist in the set construction, paint, set dressing, props and greens departments. Emphasis is placed on the skill range required for each craft including, but not limited to, plumbing, casting, wallpapering, furniture construction, upholstery, wiring and drapery. Upon completion students should be competent to assist in all fields related to the fabrication and decoration of sets and props.

**FVP 130 Grip and Electrical II** 

Prerequisites: FVP 113 Corequisites: None

This course provides a more in depth coverage of grip/support packages used in studio work and on location. Topics include advanced coverage of lighting, color media, and camera dollies, rigging, and electrical distribution with emphasis on safety issues. Upon completion students should be able to execute grip and electrical directions given by the key grip, gaffer, cinematographer and/or director of photography.

**FVP 211 Continuity and Locations** Prerequisites: FVP 111 and FVP 115 and FVP 116 and **FVP 120** 

Corequisites: None

This course introduces students to camera and script continuity as well as the necessary skills and technical vocabulary associated with location scouting. Emphasis is placed on the technical terms, protocol, and industry-standard forms, note taking, as well as still photography, location contracts and forms. Upon completion, students should be able to assist above-the-line industry personnel prior to and during production as well as assist in all aspects of selecting and securing suitable shooting sites.

**FVP 212 Production Techniques I** 1 12 0 Prerequisites: FVP 111 and FVP 115 and FVP 116 and **FVP 120** 

Corequisites: None

This course provides experience working in a variety of crew positions with both student and professional productions and covers advanced film production concepts. Emphasis is placed on successful interaction with other advanced students and/or professionals as well as competency in advanced film production concepts. Upon completion, students should be able to demonstrate professional skills needed to pursue careers in the film and video industry.

**FVP 213 Production Techniques II** 

12 5

Prerequisites: FVP 212

This course provides experience working in a variety of crew positions with both student and professional productions and covers advanced film production concepts. Emphasis is placed on successful interaction with other advanced students and/or professionals as well as competency in advanced film production concepts. Upon completion, students should be able to demonstrate professional skills needed to pursue careers in key positions in the film and video industry.

**FVP 220 Editing I** 

Corequisites: None

3 0

Prerequisites: CIS 110 and FVP 111 and FVP 115 and FVP 116

Corequisites: None

This course covers film and video editing from traditional methods to digital non-linear systems and basic film lab and transfer facility procedures. Topics include terminology, technologies, aesthetics, basic picture-only editing skills; and the editor's role augmented by hands-on experience. Upon completion, students should be able to use editing equipment and basic digitizing, logging, and picture only editing skills.

**FVP 221 Editing II** 

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4

Prerequisites: FVP 220 Corequisites: None

This course covers editing in the digital environment, starting from the camera negative through the transfer, the non-linear digital edit and going back to negative matching. Topics include terminology, technologies, aesthetics, advanced sound and picture editing skills, and the editor's role augmented by hands-on experience. Upon completion student should be able to demonstrate proficiency in using editing equipment and sound and picture editing skills.

**GEL 111 Introductory Geology** 

Prerequisites: None

Corequisites: None

This course introduces basic landforms and geological processes. Topics include rocks, minerals, volcanoes, fluvial processes, geological history, plate tectonics, glaciers, and coastal dynamics. Upon completion, students should be able to describe basic geological processes that shape the earth.

**GEL 113 Historical Geology** 

2 0

Prerequisites: GEL 111 or GEL 120

Corequisites: None

This course covers the geological history of the earth and its life forms. Emphasis is placed on the study of rock strata, fossil groups, and geological time. Upon completion, students should be able to identify major fossil groups and associated rock strata and approximate ages of geological formations.

Class Lab Clinical Credit

**GEL 120 Physical Geology** 

3 2

4 0

Prerequisites: None Corequisites: None

This course provides a study of the structure and composition of the earth's crust. Emphasis is placed on weathering, erosional and depositional processes, mountain building forces, rocks and minerals, and structural changes. Upon completion, students should be able to explain the structure, composition, and formation of the earth's crust.

**GEL 230 Environmental Geology** 

4

Prerequisites: GEL 120 or PHS 130 Corequisites: None

This course provides insights into geologic forces that cause environmental changes influencing man's activities. Emphasis is placed on natural hazards and disasters caused by geologic forces. Upon completion, students should be able to relate major hazards and disasters to the geologic forces responsible for their occurrence.

**HEA 111 First Aid & Safety** 

2 0 2

Prerequisites: None Corequisites: None

This course provides first aid and safety education. Emphasis is placed on safe attitudes, accident prevention, and response to accidents and injuries. Upon completion, students should be able to demonstrate proper first aid and safety skills.

HEA 112 First Aid & CPR

2 0 2

1

Prerequisites: None Corequisites: None

This course introduces the basics of emergency first aid treatment. Topics include rescue breathing, CPR, first aid for choking and bleeding, and other first aid procedures. Upon completion, students should be able to demonstrate skills in providing emergency care for the sick and injured until medical help can be obtained.

**HET 110 Diesel Engines** 

3 9 0 6

Prerequisites: None Corequisites: HET 121

This course introduces theory, design, terminology, and operating adjustments for diesel engines. Emphasis is placed on safety, theory of operation, inspection, measuring, and rebuilding diesel engines according to factory specifications. Upon completion, students should be able to measure, diagnose problems, and repair diesel engines.

**HET 112 Diesel Electrical Sys** 

5

Prerequisites: None Corequisites: None

This course introduces electrical theory and applications as they relate to diesel powered equipment. Topics include lighting, accessories, safety, starting, charging, instrumentation, and gauges. Upon completion, students should be able to follow schematics to identify, repair, and test electrical circuits and components.

**HET 114 Power Trains** 

5

Prerequisites: None Corequisites: None

This course introduces power transmission devices. Topics include function and operation of gears, chains, clutches, planetary gears, drive lines, differentials, and transmissions. Upon completion, students should be able to identify, research specifications, repair, and adjust power train components.

**HET 115 Electronic Engines** 

Prerequisites: None Corequisites: None

This course introduces the principles of electronically controlled diesel engines. Emphasis is placed on testing and adjusting diesel engines in accordance with manufacturers' specifications. Upon completion, students should be able to diagnose, test, and calibrate electronically controlled diesel engines.

**HET 118 Mechanical Orientation** 

0 2

Prerequisites: None Corequisites: None

This course introduces the care and safe use of power and hand tools. Topics include micrometers, dial indicators, torque wrenches, drills, taps, dies, screw extractors, thread restorers, and fasteners. Upon completion, students should be able to select and properly use tools for various operations.

**HET 120 Intro to Mobile Equipment** 1

2

Prerequisites: None Corequisites: None

This course introduces the functions and systems of modern medium and heavy duty vehicles. Topics include use of technical manuals, tools and equipment, record keeping, material safety data sheets, and work habit safety. Upon completion, students should be able to use technical manuals, tools, equipment, and material safety data sheets.

Class Lab Clinical Credit

**HET 121 Marine Engines** 

Prerequisites: None

Corequisites: HET 110

This course covers two- and four-cycle diesel engines that are used for marine vessel propulsion. Emphasis is placed on construction, design, cooling systems, lubrication systems, and air-intake systems. Upon completion, students should be able to test, troubleshoot, diagnose. and repair marine engine systems. This course is a unique concentration requirement of the Marine Systems concentration in the Heavy Equipment and Transport Technology program.

**HET 125 Preventive Maintenance** 

3

0

2

Prerequisites: None Corequisites: None

This course introduces preventive maintenance practices used on medium and heavy duty vehicles and rolling assemblies. Topics include preventive maintenance schedules, services, DOT rules and regulations, and roadability. Upon completion, students should be able to set up and follow a preventive maintenance schedule as directed by manufacturers.

**HET 128 Med/Heavy Duty Tune-up** 

Prerequisites: None Corequisites: None

This course introduces tune-up and troubleshooting according to manufacturers' specifications. Topics include troubleshooting engine systems, tune-up procedures, and use and care of special test tools and equipment. Upon completion, students should be able to troubleshoot, diagnose, and repair engines and components using appropriate diagnostic equipment.

**HET 134 Mechanical Fuel Injection** 

Prerequisites: None Corequisites: None

This course introduces the principles of mechanical fuel injection. Emphasis is placed on test equipment, component functions, and theory. Upon completion, students should be able to diagnose, service, and repair fuel systems and governors.

**HET 145 Marine Electricity** 

Prerequisites: None Corequisites: None

This course covers basic DC and AC electrical systems used in marine electrical systems. Topics include installation and wiring of various lighting, electrical instruments, and service generators aboard vessels. Upon completion, students should be able to test, service, and repair marine electrical systems. This course is a unique concentration requirement of the Marine Systems concentration in the Heavy Equipment and Transport Technology program.

**HET 147 Marine Power Trains** 

Prerequisites: None Corequisites: None

This course covers the principles and function of marine power trains. Emphasis is placed on marine gears, drive lines, gear reduction, and installation aboard vessels. Upon completion, students should be able to test, service, and troubleshoot marine power trains. This course is a unique concentration requirement of the Marine Systems concentration in the Heavy Equipment and Transport Technology program.

**HET 230 Air Brakes** 

0 2

Prerequisites: None Corequisites: None

This course introduces the operation and design of air braking systems used on trucks. Topics include safety, governors, compressors and supporting systems. Upon completion, students should be able to diagnose, disassemble, inspect, repair, and reassemble air brake systems.

**HET 233 Suspension and Steering** 

Prerequisites: None Corequisites: None

This course introduces the theory and principles of medium and heavy duty steering and suspension systems. Topics include wheel and tire problems, frame members, fifth wheel, bearings and coupling systems. Upon completion, students should be able to troubleshoot, adjust and repair suspension and steering components on medium and heavy duty vehicles.

HIS 115 Intro to Global History

3

Prerequisites: Proficiency in reading or a grade of "C" or better in ENG 095

Corequisites: None

This course introduces the study of global history, Emphasis is placed on topics such as colonialism, industrialism, and nationalism. Upon completion, students should be able analyze significant global historical issues. This course will focus primarily on Asia, Africa, Latin America, and the Middle East since 1500.

HIS 121 Western Civilization I

0 0 3

Prerequisites: Proficiency in reading or a grade of "C" or better

in ENG 095

Corequisites: None

This course introduces western civilization from pre-history to the early modern era. Topics include ancient Greece, Rome, and Christian institutions of the Middle Ages and the emergence of national monarchies in Western Europe. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early western civilization.

Class Lab Clinical Credit

HIS 122 Western Civilization II

3 0 0

Prerequisites: Proficiency in reading or a grade of "C" or better

in ENG 095

Corequisites: None

This course introduces western civilization from the early modern era to the present. Topics include the religious wars, the Industrial Revolution, World Wars I and II, and the Cold War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern western civilization.

HIS 131 American History I

0

Prerequisites: Proficiency in reading or a grade of "C" or better

in ENG 095

Corequisites: None

This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history.

HIS 132 American History II

Prerequisites: Proficiency in reading or a grade of "C" or better

in ENG 095

Corequisites: None

This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in American history since the Civil War.

HIS 221 African-American History

Prerequisites: Proficiency in reading or a grade of "C" or better

in ENG 095

Corequisites: None

This course covers African-American history from the Colonial period to the present. Topics include African origins, the slave trade, the Civil War, Reconstruction, the Jim Crow era, the civil rights movement, and contributions of African Americans. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the history of African Americans.

HOR 112 Landscape Design I

0 3

Prerequisites: None

Corequisites: None

This course covers landscape principles and practices for residential and commercial sites. Emphasis is placed on drafting, site analysis, and common elements of good design,

plant material selection, and proper plant utilization. Upon completion, students should be able to read, plan, and draft a landscape design.

HOR 114 Landscape Construction 2 2 0 3

Prerequisites: None Corequisites: None

This course introduces the design and fabrication of landscape structures/features. Emphasis is placed on safety, tool identification and use, material selection, construction techniques, and fabrication. Upon completion, students should be able to design and construct common landscape structures/features.

HOR 134 Greenhouse Operations 2 2 0 3

Prerequisites: None Corequisites: None

This course covers the principles and procedures involved in the operation and maintenance of greenhouse facilities. Emphasis is placed on the operation of greenhouse systems, including the environmental control, record keeping, scheduling, and production practices. Upon completion, students should be able to demonstrate the ability to operate greenhouse systems and facilities to produce greenhouse crops.

HOR 142 Fruit & Vegetable Prod 1 2 0 2

Prerequisites: None Corequisites: None

This course introduces the principles and techniques of growing fruits and field-grown vegetables. Topics include site selection, proper varietal selection, nutritional values, cultural techniques, harvesting and marketing, and insect and disease control. Upon completion, students should be able to demonstrate an understanding of the principles related to the production of selected fruits and vegetables.

HOR 160 Plant Materials I 2 2 0 3

Prerequisites: None Corequisites: None

This course covers identification, culture, characteristics, and use of plants. Emphasis is placed on nomenclature, identification, growth requirements, cultural requirements, soil preferences, and landscape applications. Upon completion, students should be able to demonstrate knowledge of the proper selection and utilization of plant materials.

HOR 164 Hort Pest Management 2 2 0 3

Prerequisites: None Corequisites: None

This course covers the identification and control of plant pests including insects, diseases, and weeds. Topics include pest identification and chemical regulations, safety, and pesticide application. Upon completion, students should be able to meet

Class Lab Clinical Credit

the requirements for North Carolina Commercial Pesticide Ground Applicators license.

**HOR 235 Greenhouse Production** 

2 2 0

3

Prerequisites: None Corequisites: None

This course covers the production of greenhouse crops. Emphasis is placed on product selection and production based on market needs and facility availability, including record keeping. Upon completion, students should be able to select and make production schedules to successfully produce greenhouse crops.

**HOR 260 Plant Materials II** 

2 0 3

Prerequisites: HOR 160 Corequisites: None

This course is a continuation of HOR 160 and covers additional plants. Emphasis is placed on reinforcement of skills and the introduction of additional plants. Upon completion, students should be able to demonstrate knowledge of the proper selection and utilization of plant materials.

**HOR 268 Adv Propagation** 

3 0 4

Prerequisites: None Corequisites: None

This course covers applied production techniques for asexual and sexual plant propagation. Emphasis is placed on the major accepted methods of asexual propagation and sexual propagation of woody ornamental plants, with evaluation of all initiated propagation. Upon completion, students should be able to successfully propagate a variety of plant materials utilizing methods covered in the course.

HRM 110 Intro to Hospitality

2 0 0 2

Prerequisites: None Corequisites: None

This course covers the growth and progress of the hospitality industry. Topics include financing, hotels, restaurants, and clubs. Upon completion, students should be able to demonstrate an understanding of the background, context, and career opportunities that exist in the hospitality industry.

**HRM 115 Housekeeping** 

0 0 3

Prerequisites: None Corequisites: HRM 115A

This course covers the scope, responsibilities, communications, terminology, materials, and concerns specific to hotel housekeeping. Topics include management and supervision of housekeeping staff in the proper cleaning and sanitation of rooms and public areas, budgeting, purchasing, security, and inventory control. Upon completion, students should be able to understand and apply the principles of organization and management of a housekeeping department

3 0

Class Lab Clinical Credit

**HRM 115A Housekeeping Lab** 

2 1

Prerequisites: None Corequisites: HRM 115

This course is a laboratory to accompany HRM 115. Emphasis is placed on the development of skills for the performance of housekeeping tasks. Upon completion, students should be able to demonstrate mastery of housekeeping skills.

**HRM 120 Front Office Procedures** 

3 0

Prerequisites: None Corequisites: HRM 120A

This course provides a systematic approach to hotel front office procedures. Topics include reservations, registration, guest satisfaction, occupancy and rate management, security, interdepartmental communications, and related guest services. Upon completion, students should be able to demonstrate a basic understanding of current front office operating systems, including efficient and courteous guest services.

HRM 120A Front Office Proced Lab 0 2

Prerequisites: None

1

3

Corequisites: HRM 120

This course is laboratory to accompany HRM 120. Emphasis is placed on practical computer applications of theory covered in HRM 120. Upon completion, students should be able to demonstrate a basic proficiency in computer-based, front office applications.

**HRM 140 Hospitality Tourism Law** 

0 0

Prerequisites: None Corequisites: None

This course covers the rights and responsibilities that the law grants to or imposes upon the hospitality industry. Topics include federal and state regulations, historical and current practices, safety and security, risk management, loss prevention, torts, and contracts. Upon completion, students should be able to demonstrate an understanding of the legal system to prevent or minimize organizational liability.

**HRM 145 Hospitality Supervision** 

0 3

Prerequisites: None Corequisites: None

This course covers principles of supervision as they apply to the hospitality industry. Topics include recruitment, selection, orientation, training, evaluation, and leadership skills. Upon completion, students should be able to understand and apply basic supervisory skills unique to the hospitality and service industry.

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**HRM 150 Hospitality Training** 

0 3

Prerequisites: None Corequisites: None

This course introduces techniques and methodology involved in developing training programs. Topics include job specification, description and breakdown, training methods, coaching, evaluation, and management development. Upon completion, students should be able to produce job specifications, descriptions, and breakdowns and conduct technical training.

HRM 210 Meetings & Conventions

0

3

Prerequisites: None Corequisites: None

This course introduces organization, arrangement, and operation of conventions, trade shows, professional meetings, and food functions. Emphasis is placed on the methods of marketing, selling, and servicing conventions and trade shows and the division of administrative responsibilities in their operation. Upon completion, students should be able to describe and apply the principles of management to multi-function, multi-day conferences and events.

**HRM 215 Restaurant Management** 

0 3

0

Prerequisites: CUL 135 Corequisites: HRM 215A

This course provides an overview of the various challenges and responsibilities encountered in managing a food and beverage operation. Topics include planning, administration, organization, accounting, marketing, and human resources from an integrated managerial viewpoint. Upon completion, students should be able to demonstrate an understanding of the operation of a restaurant.

HRM 215 A Restaurant Manage Lab 0 Prerequisites: None

1

Corequisites: HRM 215

This course is a laboratory to accompany HRM 215. Emphasis is placed on practical applications of restaurant management principles. Upon completion, students should be able to demonstrate a basic proficiency in restaurant management applications.

HRM 220 Food & Beverage Controls 3

3

Prerequisites: MAT 110 or MAT 115

Corequisites: HRM 220A

This course introduces controls and accounting procedures used in the hospitality industry. Topics include analysis of financial statements, reports, and costs. Upon completion, students should be able to understand and apply food, beverage, and labor cost control systems.

HRM 220A Food & Bev Control Lab 0 2 0

Prerequisites: None Corequisites: HRM 220

This course is a laboratory to accompany HRM 220. Emphasis is placed on practical computer applications of food and beverage control procedures. Upon completion, students should be able to demonstrate proficiency in computer-based control applications.

HRM 225 Beverage Management 2 0 0 2

Prerequisites: None Corequisites: None

This course introduces the management of beverage operations in a hospitality operation. Topics include history, service, procurement, storage, and control of wines, fermented and distilled beverages, sparkling waters, coffees, and teas. Upon completion, students should be able to demonstrate knowledge of the beverages consumed in a hospitality operation.

HRM 240 Hospitality Marketing 3 0 0 3

Prerequisites: None Corequisites: None

This course covers planning, organizing, directing, and analyzing the results of marketing programs in the hospitality industry. Emphasis is placed on market segmentation and analysis, product and image development, sales planning, advertising, public relations, and collateral materials. Upon completion, students should be able to prepare a marketing plan applicable to the hospitality industry.

HRM 245 Hosp Human Resource Mgt 3 0 0 3

Prerequisites: None Corequisites: None

This course presents a systematic approach to human resource management in the hospitality industry. Topics include labor regulations and laws, hiring, development, discipline, motivation, separation, productivity, and organizational culture. Upon completion, students should be able to apply sound human resource management skills to the hospitality industry.

HRM 280 Hosp Mgmt Problems 3 0 0 3

Prerequisites: HRM 220 Corequisites: None

This course addresses current global, national, and local concerns and issues in the hospitality industry. Emphasis is placed on problem-solving skills using currently available resources. Upon completion, students should be able to apply hospitality management principles to real challenges facing industry managers.

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**HUM 110 Technology and Society** 3 0 0 3 Prerequisites: Proficiency in reading or a grade of "C" or better

in ENG 095 Corequisites: None

This course considers technological change from historical, artistic, and philosophical perspectives and its effect on human needs and concerns. Emphasis is placed on the causes and consequences of technological change. Upon completion, students should be able to critically evaluate the implications of technology.

**HUM 160 Introduction to Film** 3 0 0 3 Prerequisites: Proficiency in reading or a grade of "C" or better

in ENG 095 Corequisites: None

This course introduces the fundamental elements of film artistry and production. Topics include film styles, history, and production techniques, as well as the social values reflected in film art. Upon completion, students should be able to critically analyze the elements covered in relation to selected films.

HYD 110 Hydraulics/Pneumatics I 2 3 0 3

Prerequisites: None Corequisites: None

This course introduces the basic components and functions of hydraulic and pneumatic systems. Topics include standard symbols, pumps, control valves, control assemblies, actuators, Fluid Routing Lines, maintenance procedures, and switching and control devices. Upon completion, students should be able to understand the operation of a fluid power system, including design, application, and troubleshooting.

HYD 112 Hydraul/Med/Heavy Duty 1 2 0 2

Prerequisites: None Corequisites: None

This course introduces hydraulic theory and applications as applied to mobile equipment. Topics include component studies such as pumps, motors, valves, cylinders, filters, reservoirs, lines, and fittings. Upon completion, students should be able to identify, diagnose, test, and repair hydraulic systems using schematics and technical manuals.

ISC 112 Industrial Safety 2 0 0 2

Prerequisites: None Corequisites: None

This course introduces the principles of industrial safety. Emphasis is placed on industrial safety and OSHA and environmental regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment.

ISC 121 Environ Health & Safety

0 0 3

Prerequisites: None Corequisites: None

This course covers workplace environmental, health, and safety issues. Emphasis is placed on managing the implementation and enforcement of environmental health and safety regulations and on preventing accidents, injuries, and illness. Upon completion, students should be able to demonstrate an understanding of basic concepts of environmental, health, and safety issues.

ISC 132 Mfg Quality Control

0 3

Prerequisites: None Corequisites: None

This course introduces quality concepts and techniques used in industry. Topics include elementary statistics and probability, process control, process capability, and quality improvement tools. Upon completion, students should be able to demonstrate an understanding of the concepts and principles of quality and apply them to the work environment.

ISC 135 Princip of Industrial Mgmt

3

Prerequisites: None Corequisites: None

This course covers the managerial principles and practices required for organizations to succeed in modern industry. Topics include the functions and roles of all levels of management, organization design, and planning and control of manufacturing operations. Upon completion, students should be able to demonstrate an understanding of management principles and integrate these principles into job situations.

**ISC 151 Plant Layout** 

0 3

Prerequisites: None Corequisites: None

This course provides a practical study of factory planning. Emphasis is placed on site selection and efficient arrangement of work areas to achieve lower manufacturing costs. Upon completion, students should be able to produce sample layouts of manufacturing operations.

ISC 226 Facilities Design

2 0 4

Prerequisites: None Corequisites: None

This course introduces the methods and principles used to obtain data and design an efficient manufacturing facility. Emphasis is placed on the design of an efficient material handling system to optimize departmental and work station design. Upon completion, students should be able to obtain the necessary data and use that data to design an efficient manufacturing facility.

Class Lab Clinical Credit

LEX 110 Intro to Paralegal Study

2

Prerequisites: None Corequisites: None

This course introduces the paralegal profession and the legal system. Topics include regulations and concepts, ethics, case analysis, legal reasoning, career opportunities, certification, professional organizations, and other related topics. Upon completion, students should be able to explain the role of the paralegal and identify the skills, knowledge, and ethics required of legal assistants.

LEX 120 Legal Research/Writing I

3

Prerequisites: None Corequisites: None

This course introduces the techniques of legal research and writing. Emphasis is placed on locating, analyzing, applying, and updating sources of law; effective legal writing, including proper citation; and the use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course.

LEX 121 Legal Research/Writing II

3 0

Prerequisites: LEX 120 Corequisites: None

This course covers advanced topics in legal research and writing. Topics include more complex legal issues and assignments involving preparation of legal memos, briefs, and other documents and the advanced use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course.

LEX 130 Civil Injuries

0 0 3

Prerequisites: None Corequisites: None

This course covers traditional tort concepts and the evolving body of individual rights created by statute. Topics include intentional and non-intentional torts with emphasis on negligence, strict liability, civil rights, workplace and environmental liability, remedies, and damages. Upon completion, students should be able to recognize, explain, and evaluate elements of civil injuries and related defenses.

LEX 140 Civil Litigation I

3 0

Prerequisites: None

Corequisites: None

This course introduces the structure of the legal system and the rules governing civil litigation. Topics include jurisdiction state and federal rules of civil procedure and evidence. Upon completion, students should be able to assist an attorney in prelitigation matters and preparation of pleadings and motions.

3

**LEX 141 Civil Litigation II** 

Prerequisites: LEX 140 Corequisites: None

This course covers advanced topics in the civil litigation process. Topics include motions, discovery, and trial and appellate procedures. Upon completion, students shold be able to assist an attorney in preparing and organizing documents for trial, settlement and post-trial practice.

LEX 150 Commercial Law I

0 3

Prerequisites: None Corequisites: None

This course covers legally enforceable agreements, forms of organization, and selected portions of the Uniform Commercial Code. Topics include drafting and enforcement of contracts, leases, and related documents and selection and implementation of business organization forms, sales, and commercial papers. Upon completion, students should be able to apply the elements of a contract, prepare various business documents, and understand the role of commercial paper.

LEX 151 Commercial Law II

3

Prerequisites: LEX 150 Corequisites: None

This course is a continuation of LEX 150 and covers advanced topics in Business and Commercial Law. Topics include agency and employment, insurance, computer law, intellectual property, personal property and bailment, corporate organizations and bankruptcy. Upon completion, students will understand and be able to apply legal principles governing these topics and be able to draft a variety of financial instruments.

LEX 160 Criminal Law & Procedure 2 3

Prerequisites: None Corequisites: None

This course introduces substantive criminal law and procedural rights of the accused. Topics include elements of state/ federal crimes, defenses, constitutional issues, pre-trial and trial process, and other related topics. Upon completion, students should be able to explain elements of specific crimes and assist an attorney in preparing a criminal case.

LEX 170 Administrative Law

2

Prerequisites: None Corequisites: None

This course covers the scope, authority, and regulatory operations of various federal, state, and local administrative agencies. Topics include social security, worker's compensation, unemployment, zoning, and other related topics. Upon completion, students should be able to research sources of administrative law, investigate, and assist in representation of clients before administrative agencies.

LEX 210 Real Property I

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3

Prerequisites: None Corequisites: None

This course introduces the study of real property law. Topics include the distinction between real and personal property, various estates, mechanics of conveyance and encumbrance, recordation, special proceedings, and other related topics. Upon completion, students should be able to identify estates, forms of deeds, requirements for recording, and procedures to enforce rights to real property.

LEX 211 Real Property II

0 3

Prerequisites: LEX 210 Corequisites: None

This course continues the study of real property law relating to title examination and preparation of closing documents. Topics include use of courthouse and other public records in title examination and preparation of documents required in real estate transactions and closings. Upon completion, students should be able to plot/draft a description, perform complete title examination, draft closing documents including title insurance forms, and prepare disbursement reconciliation.

LEX 214 Investigat & Trial Prep

3

Prerequisites: None Corequisites: None

This course introduces the fundamentals of investigation. Topics include compiling/assembling data for cases; investigative planning/information gathering techniques; locating/ interviewing witnesses; collection/preserving/evaluating sufficiency/admissibility of evidence; preparation of reports; and evidence presentation at depositions/court proceeding. Upon completion, students should be able to plan/use investigative checklists, understand/demonstrate investigative techniques, prepare reports, and enhance verbal and interpersonal communications skills and interviewing techniques.

LEX 240 Family Law

0 0 3

Prerequisites: None Corequisites: None

This course covers laws governing domestic relations. Topics include marriage, separation, divorce, child custody, support, property division, adoption, domestic violence, and other related topics. Upon completion, students should be able to interview clients, gather information, and draft documents related to family law.

LEX 250 Wills, Estates, & Trusts

3

Prerequisites: None Corequisites: None

This course covers various types of wills, trusts, probate, estate administration, and intestacy. Topics include types of wills

and execution requirements, caveats and dissents, intestate succession, inventories and accountings, distribution and settlement, and other related topics. Upon completion, students should be able to draft simple wills, prepare estate forms, understand administration of estates including taxation, and explain terms regarding trusts.

LEX 260 Bankruptcy & Collections 0 0 2

Prerequisites: None Corequisites: None

This course provides an overview of the laws of bankruptcy and the rights of creditors and debtors. Topics include bankruptcy procedures and estate management, attachment, claim and delivery, repossession, foreclosure, collection, garnishment, and post-judgment collection procedure. Upon completion, students should be able to prepare and file bankruptcy forms, collection letters, statutory liens, and collection of judgments.

LEX 270 Law Office Mgt/Technology 1 0 2

Prerequisites: None Corequisites: None

This course provides an overview of law office management and organization. Topics include office forms, filing systems, billing/time keeping, computer systems, calendar systems, library administration, case management, office/personnel procedures, ethics, and technology. Upon completion, students should be able to set up and maintain various law office systems, monitor case progress, and supervise non-lawyer personnel.

LEX 280 Ethics & Professionalism 0 2

Prerequisites: None Corequisites: None

This course reinforces legal ethics and the role of the paralegal in a professional work environment. Topics include a review of ethics, employment opportunities, and search techniques; paralegal certification; and other related topics. Upon completion, students should be able to understand the role of a professional paralegal and identify authority that can properly be delegated by an attorney.

LEX 290 Medical Evidence Analysis 2

Prerequisites: None Corequisites: None

This course is designed to teach reading and analyzing medical records for legal evaluation of bodily injury and disability claims. Emphasis is placed on terminology, identifying, obtaining and reviewing medical records and study of the major systems of the human body. Upon completion, students will be able to compile, analyze and organize medical documents to support or disprove injury claims.

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2

LSG 111 Basic Landscape Tech

Prerequisites: None

Corequisites: LSG 121 or LSG 122 or LSG 123

This course introduces basic principles essential to landscape gardening. Topics include soils, propagation, watering, fertilizing, pruning, pest control, and planting. Upon completion, students should be able to perform basic gardening techniques essential to maintaining a landscape.

LSG 121 Fall Gardening Lab

2 0

Prerequisites: None Corequisites: LSG 111

This course provides basic hands-on experience in fall gardening techniques. Emphasis is placed on pruning, irrigation, planting, fertilizing, pest control, equipment operation, and turf maintenance. Upon completion, students should be able to perform various techniques essential to maintaining the fall landscape.

LSG 122 Spring Gardening Lab

2

Prerequisites: LSG 111 and LSG 121

Corequisites: HOR 114 and HOR 134 and TRF 110

This course provides familiarization with basic gardening techniques by performing practical hands-on exercises required for the spring season. Emphasis is placed on pruning, irrigation, planting, fertilizing, pest control, equipment operation, turf maintenance, and landscape construction. Upon completion, students should be able to satisfactorily perform various practices essential to maintaining the landscape in the spring season.

LSG 123 Summer Gardening Lab 6 0 2

Prerequisites: LSG 122 Corequisites: LSG 111

This course provides basic hands-on experience in summer gardening techniques. Emphasis is placed on pruning, irrigation, planting, fertilizing, pest control, equipment operation, turf maintenance, landscape construction, and maintaining fruits and vegetables. Upon completion, students should be able to perform various techniques essential to maintaining the summer landscape.

3 LSG 231 Landscape Supervision

Prerequisites: LSG 123 and HOR 260

Corequisites: None

This course provides experience in planning, implementing, and supervising various landscape management projects. Emphasis is placed on supervisory skills, organizing, and scheduling. Upon completion, students should be able to supervise employees in various landscape management jobs.

LSG 232 Garden Management

Prerequisites: LSG 123 and HOR 260

Corequisites: None

This course covers the implementation of knowledge gained in previous landscape gardening courses. Emphasis is placed on scheduling, designing, renovation, and plant management. Upon completion, students should be able to collate the material learned in the Landscape Gardening curriculum and apply it to various landscape gardening situations.

MAC 111 Machining Technology I 2 12 0 6

Prerequisites: None Corequisites: None

This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, drilling machines, saws, milling machines, bench grinders, and layout instruments. Upon completion, students should be able to safely perform the basic operations of measuring, layout, drilling, sawing, turning, and milling.

MAC 112 Machining Technology II 2 12 0 6

Prerequisites: MAC 111 Corequisites: None

This course provides additional instruction and practice in the use of precision measuring tools, lathes, milling machines, and grinders. Emphasis is placed on setup and operation of machine tools including the selection and use of work holding devices, speeds, feeds, cutting tools, and coolants. Upon completion, students should be able to perform basic procedures on precision grinders and advanced operations of measuring, layout, drilling, sawing, turning, and milling.

MAC 113 Machining Technology III 2 12 0 6

Prerequisites: MAC 112 Corequisites: None

This course provides an introduction to advanced and special machining operations. Emphasis is placed on working to specified tolerances with special and advanced setups. Upon completion, students should be able to produce a part to specifications.

MAC 122 CNC Turning 1 3 0 2

Prerequisites: None Corequisites: None

This course introduces the programming, setup, and operation of CNC turning centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC turning centers.

Class Lab Clinical Credit

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**MAC 124 CNC Milling** 

Prerequisites: None Corequisites: None

This course introduces the manual programming, setup, and operation of CNC machining centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC machining centers.

MAC 131 Blueprint Reading/Mach I 1 2 0 2

Prerequisites: None Corequisites: None

This course covers the basic principles of blueprint reading and sketching. Topics include multi-view drawings; interpretation of conventional lines; and dimensions, notes, and thread notations. Upon completion, students should be able to interpret basic drawings, visualize parts, and make pictorial sketches.

MAC 132 Blueprint Reading/Mach II 1 2 0 2

Prerequisites: MAC 131 Corequisites: None

This course introduces more complex industrial blueprints. Emphasis is placed on auxiliary views, section views, violations of true project, special views, applications of GD & T, and interpretation of complex parts. Upon completion, students should be able to read and interpret complex industrial blueprints.

MAC 152 Adv Machining Calc 1 2 0 2

Prerequisites: MAT 120 Corequisites: None

This course combines mathematical functions with practical machine shop applications and problems. Emphasis is placed on gear ratios, lead screws, indexing problems, and their applications in the machine shop. Upon completion, students should be able to calculate solutions to machining problems. Additionally, practical applications of right triangle trigonometry will be covered.

MAC 214 Machining Technology IV 2 12 0 6

Prerequisites: MAC 112 Corequisites: None

This course provides advanced applications and practical experience in the manufacturing of complex parts. Emphasis is placed on inspection, gaging, and the utilization of machine tools. Upon completion, students should be able to manufacture complex assemblies to specifications.

**MAC 222 Advanced CNC Turning** 

3 2

Prerequisites: MAC 122 Corequisites: None

This course covers advanced methods in setup and operation of CNC turning centers. Emphasis is placed on programming and production of complex parts. Upon completion, students should be able to demonstrate skills in programming, operations, and setup of CNC turning centers.

**MAC 224 Advanced CNC Milling** 

2

Prerequisites: MAC 124 Corequisites: None

This course covers advanced methods in setup and operation of CNC machining centers. Emphasis is placed on programming and production of complex parts. Upon completion, students should be able to demonstrate skills in programming, operations, and setup of CNC machining centers.

MAC 241 Jigs & Fixtures I

6

Prerequisites: MAC 112 Corequisites: None

This course introduces the application and use of jigs and fixtures. Emphasis is placed on design and manufacture of simple jigs and fixtures. Upon completion, students should be able to design and build simple jigs and fixtures.

MAC 242 Jigs & Fixtures II

9

Prerequisites: MAC 241 Corequisites: None

This course provides continued study in the application of jigs and fixtures. Emphasis is placed on design and manufacture of complex jigs and fixtures. Upon completion, students should be able to design and build complex jigs and fixtures.

MAS 110 Masonry I

515 0 10

Prerequisites: None Corequisites: None

This course introduces the basic principles of construction with masonry units. Topics include history of the masonry field, safety practices, blueprint reading, and principles of laying masonry units to the line using tools, equipment, and materials. Upon completion, students should be able to demonstrate knowledge of safety practices, blueprint reading, and basic tool use; identify materials; operate machinery; and lay masonry units.

MAS 120 Masonry II

5 15 0 10

Prerequisites: MAS 110 Corequisites: None

This course provides practical experience in cost estimating, foundations, bonding variations, expansion joints, wall ties, building codes, and other related topics. Emphasis is placed on Class Lab Clinical Credit

material estimation, layout of footing, construction of walls, reinforcements, scaffolding, insulating, and building codes. Upon completion, students should be able to determine cost, plan sound building procedures, construct masonry projects, and apply building codes.

MAS 130 Masonry III

8 0

Prerequisites: MAS 120 Corequisites: None

This course provides fundamentals and skills used in masonry construction. Emphasis is placed on building chimneys, fireplaces, columns, concrete masonry, and arches; using materials economically; satisfying needs and expectations; and proper work ethics. Upon completion, students should be able to build structures covered in the course, demonstrate increased speed and accuracy, and make smooth transitions between construction stages.

MAT 060 Essentials of Mathematics 3 2

Prerequisites: A score of 23-41 on the Numerical Skills Place-

ment Test

Corequisites: None

This course is a comprehensive study of mathematical skills which should provide a strong mathematical foundation to pursue further study. Topics include principles and applications of decimals, fractions, percents, ratio and proportion, order of operations, geometry, measurement, and elements of algebra and statistics. Upon completion, students should be able to perform basic computations and solve relevant, multistep mathematical problems using technology where appropriate. A grade of "C" or better is required for satisfactory completion of this course.

MAT 070 Introductory Algebra

Prerequisites: A grade of "C" or better in MAT 060 or equivalent placement

Corequisites: A grade of "C" or better in RED 080 or ENG 085

This course establishes a foundation in algebraic concepts and problem solving. Topics include signed numbers, exponents, order of operations, simplifying expressions, solving linear equations and inequalities, graphing, formulas, polynomials. factoring, and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology. A grade of "C" or better is required for satisfactory completion of this course.

MAT 080 Intermediate Algebra

3 2 0

Prerequisites: A grade of "C" or better in MAT 070 or equiva-

lent placement

Corequisites: RED 080 or ENG 085

This course continues the study of algebraic concepts with emphasis on applications. Topics include factoring; rational expressions; rational exponents; rational, radical, and quadratic equations; systems of equations: inequalities: graphing:

functions; variations; complex numbers; and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology. A grade of "C" or better is required for satisfactory completion of this course.

MAT 095 Algebraic Concepts 3 0 0 3
Prerequisites: MAT 050 or equivalent placement

Corequisites: None

This course covers algebraic concepts with an emphasis on applications. Topics include linear, quadratic, absolute value rational and radical equations, sets, real and complex numbers, exponents, graphing, formulas, polynomials, systems of equations, inequalities and functions. Upon completion, students should be able to apply the above topics in problem solving using appropriate technology.

MAT 101 Applied Mathematics I 2 2 0 3 Prerequisites: A grade of "C" or better in MAT 060 or equivalent placement Corequisites: None

This course is a comprehensive review of arithmetic with basic algebra designed to meet the needs of certificate and diploma programs. Topics include arithmetic and geometric skills used in measurement, ratio and proportion, exponents and roots, applications of percent, linear equations, formulas, and statistics. Upon completion, students should be able to solve practical problems in their specific areas of study.

MAT 102 Applied Mathematics II 2 2 0 3

Prerequisites: MAT 101 Corequisites: None

This course introduces the concepts of right triangle trigonometry and geometry with emphasis on applications to problem solving. Topics include the basic definitions and properties of plane and solid geometry, area and volume, and right triangle trigonometry. Upon completion, students should be able to solve applied problems both independently and collaboratively.

MAT 115 Mathematical Models 2 2 0 3
Prerequisites: A grade of "C" or better in MAT 070 or equivalent placement
Corequisites: None

This course develops the ability to utilize mathematical skills and technology to solve problems at a level found in non-mathematics-intensive programs. Topics include applications to percent, ratio and proportion, formulas, statistics, functional notation, linear functions and their groups, probability, sampling techniques, scatter plots, and modeling. Upon completion, students should be able to solve practical problems, reason and communicate with mathematics, and work confi-

dently, collaboratively, and independently.

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MAT 120 Geometry and Trig

2 0 3

Prerequisites: A grade of "C" or better in MAT 070 or equivalent placement

Corequisites: None

This course introduces the concepts of plane trigonometry and geometry with emphasis on applications to problem solving. Topics include the basic definitions and properties of plane and solid geometry, area and volume, right triangle trigonometry, and oblique triangles. Upon completion, students should be able to solve applied problems both independently and collaboratively using technology.

MAT 121 Algebra/Trig I 2 2 0 3
Prerequisites: A grade of "C" or better in MAT 070 or equivalent placement
Corequisites: None

This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include simplification, evaluation, and solving of algebraic, radical, exponential, and logarithmic functions; descriptive statistics; right triangle trigonometry; and the use of technology. Upon completion, students should be able to demonstrate an understanding of the use of mathematics and technology to solve problems and analyze and communicate results.

MAT 122 Algebra/Trig II 2 2 0 3
Prerequisites: MAT 121
Corequisites: None

This course extends the concepts covered in MAT 121 to include additional topics in algebra, function analysis, trigonometry, and systems of equations. Topics include translation and scaling of functions, Sine Law, Cosine Law, complex numbers, vectors, statistics, and systems of equations. Upon completion, students should be able to demonstrate an understanding of the use of technology to solve problems and to analyze and communicate results.

MAT 140 Survey of Mathematics 3 0 0 3 Prerequisites: A grade of "C" or better in MAT 070 or equivalent placement

Corequisites: MAT 140A

This course provides an introduction in a non-technical setting to selected topics in mathematics. Topics may include, but are not limited to, sets, logic, probability, statistics, matrices, mathematical systems, geometry, topology, mathematics of finance, and modeling. Upon completion, students should be able to understand a variety of mathematical applications, think logically, and be able to work collaboratively and independently.

MAT 140A Survey of Math Lab

0 2 0

Prerequisites: A grade of "C" or better in MAT 070 or equivalent placement

Corequisites: MAT 140

This course is a laboratory for MAT 140. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively.

MAT 151 Statistics I

3 0 0 3

Prerequisites: A grade of "C" or better in MAT 080 or

MAT 090, or, equivalent placement

Corequisites: MAT 151A

This course provides a project-based approach to the study of basic probability, descriptive and inferential statistics, and decision making. Emphasis is placed on measures of central tendency and dispersion, correlation, regression, discrete and continuous probability distributions, quality control, population parameter estimation, and hypothesis testing. Upon completion, students should be able to describe important characteristics of a set of data and draw inferences about a population from sample data.

**MAT 151A Statistics I Lab** 

0 2 0

1

Prerequisites: A grade of "C" or better in MAT 080 or

MAT 090, or, equivalent placement

Corequisites: MAT 151

This course is a laboratory for MAT 151. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively.

MAT 161 College Algebra

0 0 3

Prerequisites: A grade of "C" or better in MAT 080 or

MAT 090, or, equivalent placement

Corequisites: MAT 161A

This course provides an integrated technological approach to algebraic topics used in problem solving. Emphasis is placed on equations and inequalities; polynomials, rational, exponential and logarithmic functions; and graphing and data analysis/modeling. Upon completion, students should be able to choose an appropriate model to fit a data set and use the model for analysis and prediction. No credit will be granted after the completion of MAT 171 or MAT 175.

MAT 161A College Algebra Lab

2 0

1

Prerequisites: A grade of "C" or better in MAT 080 or

MAT 090, or, equivalent placement

Corequisites: MAT 161

This course is a laboratory for MAT 161. Emphasis is placed on experiences that enhance the materials presented in the Class Lab Clinical Credit

class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. No credit will be granted after the completion of MAT 171 or MAT 175.

MAT 171 Precalculus Algebra

3 0 0

3

1

Prerequisites: A grade of "C" or better in MAT 080 or

MAT 090, or, equivalent placement

Corequisites: MAT 171A

This is the first of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on equations and inequalities, functions (linear, polynomial, rational), systems of equations and inequalities, and parametric equations. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and predictions. No credit will be granted after the completion of MAT 161 or MAT 175.

MAT 171A Precal Algebra Lab

0 2 0

Prerequisites: A grade of "C" or better in MAT 080 or

MAT 090, or, equivalent placement

Corequisites: MAT 171

This course is a laboratory for MAT 171. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. No credit will be granted after the completion of MAT 161 or MAT 175.

**MAT 172 Precalculus Trig** 

3

0 0

3

1

Prerequisites: MAT 171 Corequisites: MAT 172A

This is the second of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on properties and applications of transcendental functions and their graphs, right and oblique triangle trigonometry, conic sections, and vectors. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction. No credit will be granted after the completion of MAT 175.

MAT 172A Precalculus Trig Lab

0 2 0

Prerequisites: MAT 171

Corequisites: MAT 172

This course is a laboratory for MAT 172. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. No credit will be granted after the completion of MAT 175.

Class Lab Clinical Credit

**MAT 175 Precalculus** 

0 0

Prerequisites: a. High School Algebra III/Trigonometry b. A grade of "C" or better in MAT 080, or, equivalent

Corequisites: MAT 175A

This course provides an intense study of the topics which are fundamental to the study of calculus. Emphasis is placed on functions and their graphs with special attention to polynomial, rational, exponential, logarithmic and trigonometric functions, and analytic trigonometry. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction. No credit will be granted after the completion of MAT 172.

MAT 175A Precalculus Lab

Prerequisites: a. High School Algebra III/Trigonometry b. A grade of "C" or better in MAT 080, or, equivalent placement

Corequisites: MAT 175

This course is a laboratory for MAT 175. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. No credit will be granted after the completion of MAT 172.

**MAT 263 Brief Calculus** 

3

Prerequisites: MAT 161 or MAT 171

Corequisites: MAT 263A

This course introduces concepts of differentiation and integration and their applications to solving problems; the course is designed for students needing one semester of calculus. Topics include functions, graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results.

MAT 263A Brief Calculus Lab

2 1 0

Prerequisites: MAT 161 or MAT 171

Corequisites: MAT 263

This course is a laboratory for MAT 263. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively.

MAT 271 Calculus I

2

Prerequisites: MAT 172 or MAT 175

Corequisites: None

This course covers in depth the differential calculus portion of a three-course calculus sequence. Topics include limits, con-

tinuity, derivatives, and integrals of algebraic and transcendental functions of one variable, with applications. Upon completion, students should be able to apply differentiation and integration techniques to algebraic and transcendental functions.

MAT 272 Calculus II

2 0

Prerequisites: MAT 271 Corequisites: None

This course provides a rigorous treatment of integration and is the second calculus course in a three-course sequence. Topics include applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to use integration and approximation techniques to solve application problems.

**MAT 273 Calculus III** 

Prerequisites: MAT 272 Corequisites: None

This course covers the calculus of several variables and is third calculus course in a three-course sequence. Topics include functions of several variables, partial derivatives, multiple integrals, solid analytical geometry, vector-valued functions, and line and surface integrals. Upon completion, students should be able to solve problems involving vectors and functions of several variables.

MAT 280 Linear Algebra

0 3

Prerequisites: MAT 271 Corequisites: None

This course provides a study of linear algebra topics with emphasis on the development of both abstract concepts and applications. Topics include vectors, systems of equations, matrices, determinants, vector spaces, linear transformations in two or three dimensions, eigenvectors, eigenvalues, diagonalization and orthogonality. Upon completion, students should be able to demonstrate both an understanding of the theoretical concepts and appropriate use of linear algebra models to solve application problems.

**MAT 285 Differential Equations** 

0 0 3

Prerequisites: MAT 272

Corequisites: None

This course provides an introduction to ordinary differential equations with an emphasis on applications. Topics include first-order, linear higher-order, and systems of differential equations; numerical methods; series solutions; eigenvalues and eigenvectors; Laplace transforms; and Fourier series. Upon completion, students should be able to use differential equations to model physical phenomena, solve the equations, and use the solutions to analyze the phenomena.

## COURSE DESCRIPTIONS

Class Lab Clinical Credit

MEC 110 Intro to CAD/CAM

2 2

Prerequisites: None Corequisites: None

This course introduces CAD/CAM. Emphasis is placed on transferring part geometry from CAD to CAM for the development of a CNC-ready program. Upon completion, students should be able to use CAD/CAM software to produce a CNC program.

**MEC 111 Machine Processes I** 

3 0 3

Prerequisites: None Corequisites: None

This course introduces safety, hand tools, machine processes, measuring instruments, and the operation of machine shop equipment. Topics include safety, measuring tools, and the basic setup and operation of lathes, milling machines, drill presses, and saws. Upon completion, students should be able to manufacture a simple part to a specified tolerance.

MEC 112 Machine Processes II

3

Prerequisites: MEC 111 Corequisites: None

This course covers advanced use of milling machines and lathes. Emphasis is placed on safety and compound setup of milling machines and lathes for manufacture of projects with a specified fit. Upon completion, students should be able to demonstrate proper procedures for manufacture of assembled parts.

**MEC 130 Mechanisms** 

3 0 3

Prerequisites: None Corequisites: None

This course introduces the purpose and action of various mechanical devices. Topics include cams, cables, gear trains, differentials, screws, belts, pulleys, shafts, levers, lubricants, and other devices used to transmit or control signals. Upon completion, students should be able to analyze, maintain, and troubleshoot the components of mechanical systems.

**MEC 131 Metalworking Processes** 

3

Prerequisites: None Corequisites: None

This course introduces the standard practices that are found in a metal workshop. Topics include the proper care/use of basic hand tools and precision measuring instruments and layout procedures/operation of lathes, drill presses, grinders, milling machines, and power saws. Upon completion, students should be able to work safely in the metal workshop and use basic metalworking equipment.

Class Lab Clinical Credit

MEC 145 Mfg Materials I

3 0 3

Prerequisites: None Corequisites: None

This course introduces a variety of manufacturing materials and common processing techniques. Emphasis is placed on the processing, testing, and application of materials such as wood, metals, plastics, ceramics, and composites. Upon completion, students should be able to demonstrate an understanding of fundamental engineering applications for a variety of materials, including their process capabilities and limitations.

MEC 161 Manufacturing Processes I 3

3

Prerequisites: None Corequisites: None

This course provides the fundamental principles of processing materials into usable forms for the customer. Emphasis is placed on material forming, removal, and value-added processing provided to the customer by the manufacturers. Upon completion, students should be able to apply principles of traditional and non-traditional processing for metals and non-metals.

MEC 161A Manufact Proc I Lab

0

3

1

Prerequisites: None Corequisites: MEC 161

This course is a laboratory for MEC 161. Emphasis is placed on experiences that enhance the materials presented in MEC 161. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in MEC 161.

MEC 172 Intro to Metallurgy

0

3

Prerequisites: None Corequisites: None

This course covers the production, properties, testing, classification, microstructure, and heat-treating effects of ferrous and non-ferrous metals. Topics include the iron-carbon phase diagram, ITT diagram, ANSI code, quenching, senescing, and other processes concerning metallurgical transformations. Upon completion, students should be able to understand the iron-carbon phase diagram, ITT diagram, microstructure images, and other phenomena concerning the behavior of metals.

MEC 180 Engineering Materials

3

Prerequisites: None

Corequisites: None

This course covers the physical and mechanical properties of materials. Topics include testing, heat treating, ferrous and non-ferrous metals, plastics, composites, and material selection. Upon completion, students should be able to specify basic tests and properties and select appropriate materials on the basis of specific properties.

3

MEC 231 Comp-Aided Manufact I

Prerequisites: MAC 111 or MEC 111

Corequisites: None

This course introduces computer-aided manufacturing (CAM) applications and concepts. Emphasis is placed on developing/defining part geometry and the processing of information needed to manufacture parts. Upon completion, students should be able to demonstrate skills in defining part geometry, program development, and code generation using CAM software.

MEC 232 Comp-Aided Manufact II 1 4 0 3

Prerequisites: MEC 231 Corequisites: None

This course provides an in-depth study of CAM applications and concepts. Emphasis is placed on the manufacturing of complex parts using computer-aided manufacturing software. Upon completion, students should be able to manufacture complex parts using CAM software.

MEC 250 Statics & Strength of Mat 4 3 0 5

Prerequisites: PHY 131 or PHY 151

Corequisites: None

This course covers the concepts and principles of statics and stress analysis. Topics include systems of forces on structures in equilibrium and analysis of stresses and strains on these components. Upon completion, students should be able to analyze forces and the results of stresses and strains on structural components.

MEC 265 Fluid Mechanics 2 2 0 3

Prerequisites: None Corequisites: None

This course covers the physical behavior of fluids and fluid systems. Topics include fluid statics and dynamics, laminar and turbulent flow, Bernoulli's Equation, components, applications, and other related topics. Upon completion, students should be able to apply fluid power principles to practical applications.

MED 118 Medical Law and Ethics 2 0 0 2

Prerequisites: None Corequisites: None

This course covers legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bioethical issues. Emphasis is placed on legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services. Upon completion, students should be able to meet the legal and ethical responsibilities of a multi-skilled health professional.

Class Lab Clinical Credit

MED 121 Medical Terminology I 3

0 0 3

Prerequisites: A grade of "C" or better in ENG 085 or English and Reading Placement Score 39 or higher

Corequisites: None

This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

MED 122 Medical Terminology II

0 0 3

Prerequisites: MED 121 Corequisites: None

This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

MKT 120 Principles of Marketing 3 0 0 3

Prerequisites: None Corequisites: None

This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making.

**MKT 223 Customer Service** 

3 0 0 3

Prerequisites: None Corequisites: None

This course stresses the importance of customer relations in the business world. Emphasis is placed on learning how to respond to complex customer requirements and to efficiently handle stressful situations. Upon completion, students should be able to demonstrate the ability to handle customer relations.

MNT 110 Intro to Maint Procedures 1 3 0 2

Prerequisites: None Corequisites: None

This course covers basic maintenance fundamentals for power transmission equipment. Topics include equipment inspection, lubrication, alignment, and other scheduled maintenance procedures. Upon completion, students should be able to demonstrate knowledge of accepted maintenance procedures and practices according to current industry standards.

**MNT 111 Maintenance Practices** 

2 0

Prerequisites: None Corequisites: None

This course provides in-depth theory and practical applications relating to predictive and preventive maintenance programs. Emphasis is placed on equipment failure, maintenance management software, and techniques such as vibration and infrared analysis. Upon completion, students should be able to demonstrate an understanding of modern analytical and documentation methods.

MNT 220 Rigging & Moving

2 0

Prerequisites: None Corequisites: None

This course covers the principles of safe rigging practices for handling, placing, and moving heavy machinery and equipment. Topics include safety estimation, positioning of equipment slings, rollers, jacks, levers, dollies, ropes, chains, padding, and other related topics. Upon completion, students should be able to relocate and set up equipment safely using accepted rigging practices.

MNT 230 Pumps & Piping Systems

2 0

3

Prerequisites: None Corequisites: None

This course covers pump installation and maintenance and related valves and piping systems. Topics include various types of pump systems and their associated valves, piping requirements, and other related topics. Upon completion, students should be able to select and install pump and piping systems and demonstrate proper maintenance and troubleshooting procedures.

MPS 101 Introduction to Outboards

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Prerequisites: None Corequisites: None

This course introduces the principles of outboard engine construction, operation, and internal combustion component parts. Topics include outboard models and makes; electrical ignition, charge, warning, and starting components; fuel tank, lines, and pumps; oil blend systems; and carburetor systems. Upon completion, students should be able to identify, troubleshoot, and repair various outboard fuel/electrical systems, use service manuals, and follow environmental safety practices/ procedures.

MPS 102 Outboard Powerhead Syst

0

Prerequisites: None Corequisites: None

This course introduces basic powerhead designs and functions on a variety of outboard makes and models. Topics include identifying the complete outboard powerhead cylinder block, crank shaft, bearings, pistons, and connecting rod assembly Class Lab Clinical Credit

system and techniques to test/troubleshoot powerhead components. Upon completion, students should be able to troubleshoot, test, and rebuild powerhead systems with specific attention to parts identification, tolerance inspection, assembly, and installation.

MPS 103 Outboard Lower Unit Sys

0 5

Prerequisites: None Corequisites: None

This course covers the principles of gear cases, power trim/tilt systems, propellers, and gear shifting systems on a variety of outboard engines. Topics include identifying gear case models (forward/reverse, clutch, bearings, drive, prop shafts, and water pumps) and power trim/tilt systems (hydraulics/pump motors/senders/design). Upon completion, students should be able to troubleshoot, service, and rebuild outboard engine gear cases and power trim and tilt systems.

MPS 104 O/B Midsection/Rigging

0

5

Prerequisites: None Corequisites: None

This course covers midsection exhaust housing and mounting bracket and methods of rigging outboard engines and their various accessories. Topics include rigging methods, boat hull construction and design, transom, size and weight of boat, and horsepower requirements. Upon completion, students should be able to properly attach and mount the engine to stern with attention to transom height and angle.

MPS 105 Introduction to Inboards

6

5

Prerequisites: None

Corequisites: None

This course covers the principles of the four-cycle inboard marine and diesel engines, including intake, combustion, and exhaust. Topics include electrical/fuel systems and coolant systems (closed/raw water systems, flow charts, heat exchangers, circulating pumps, oil coolers, expansion tanks, hoses). Upon completion, students should be able to identify inboard electrical/fuel/coolant system components and troubleshoot, maintain, and repair inboard engines.

MPS 106 Inboard Engine Rebuilds

5

Prerequisites: None

Corequisites: None

This course introduces the mechanical components of inboard marine gasoline and diesel engines. Topics include engine rebuild techniques, testing and inspection, cylinder head/components, engine block, crankshaft, bearings, pistons, and connecting rods. Upon completion, students should be able to read and access manufacturers' specifications and remove and install engines safely.

Class Lab Clinical Credit

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3

MPS 107 Inboard Lower Unit System 3 6 0 5

Prerequisites: None Corequisites: None

This course covers inboard stern drive gear cases and hydraulic trim and tilt systems. Topics include techniques in servicing/repairing gear cases, inboard power trim and tilt, hydraulic theory, pump/valve body operations, and impact designs. Upon completion, students should be able to service, repair, and inspect inboard lower unit gear cases.

MPS 108 Transom Assembly/Rigging 3 6 0 5

Prerequisites: None Corequisites: None

This course covers inboard transom assembly and rigging system. Topics include inboard transom assembly and rigging systems, electronics, and engine accessories, including remote control box, steering helm, and hydraulic and cable units. Upon completion, students should be able to diagnose and repair inboard trim and tilt systems and completely rig a boat.

MSC 110 Training Cruise I 0 3 0 1

Prerequisites: None

Corequisites: Full time Marine Technology enrollment or permission of the Department Chair

This course covers the skills necessary to live and work safely aboard oceangoing research vessels. Emphasis is placed on the unique safety requirements aboard oceangoing vessels and the skills needed for oceanographic work. Upon completion, students should be able to safely live and work aboard an oceanographic research vessel conducting offshore scientific

MSC 112 Training Cruise II 0 3 0 1

Prerequisites: MSC 110

operations.

Corequisites:Full time Marine Technology enrollment or permission of the Department Chair

This course covers the skills necessary to live and work safely aboard oceangoing research vessels. Emphasis is placed on maintaining a 24-hour navigation log and weather watch and safely conducting over-the-side biological sampling operations. Upon completion, students should be able to maintain a weather log, plot a cruise track, and safely use biological sampling gear.

MSC 114 Training Cruise III 0 3 0 1

Prerequisites: MSC 112

Corequisites: Full time Marine Technology enrollment or permission of the Department Chair

This course covers the skills necessary to live and work safely aboard oceangoing research vessels. Emphasis is placed on utilizing the navigational and hydrographical techniques needed to conduct an offshore bathymetric survey. Upon completion,

students should be able to accurately navigate a vessel, gather bathymetric data, and prepare a depth contour plot of a predetermined quadrant.

MSC 122 Boat Handling/Seamanship 2 3 0 3

Prerequisites: None Corequisites: None

This course covers the skills of boat handling, the practice of seamanship, and safety and survival in the marine environment. Topics include safe boat handling, seamanship under adverse conditions, fire fighting, man overboard rescue, PFDs, EPIRBs, distress signals, lifeboats, and life rafts. Upon completion, students should be able to competently operate small powerboats and demonstrate proficiency in the use of marine fire fighting and lifesaving equipment.

MSC 124 Industrial Skills

Prerequisites: None Corequisites: None

This course offers a practical approach to the mechanical and technical skills needed by technicians in a variety of marine-related jobs. Topics include industrial safety, measurement systems, hand and power tools, fasteners, corrosion protection, project design, and construction and cost estimation. Upon completion, students should be able to safely use hand and/or power tools and understand a variety of measurement and pricing systems.

MSC 126 Marine Engines 1 2 0 2

Prerequisites: None Corequisites: None

This course covers fundamental theory, troubleshooting, and maintenance of marine engines and related equipment, especially outboards. Emphasis is placed on maintenance and operational procedures, including corrosion control, lubrication, propellers, carburetors, two-cycle theory, magneto ignition, batteries, starters, alternators, and trailers. Upon completion, students should be able to understand how a marine engine and related components work, perform minor repairs, and properly maintain them.

MSC 132 Fishing Gear Tech I 2 3 0 3

Prerequisites: None Corequisites: None

This course introduces modern rope seamanship and fishing gear theory, design, repair, and analysis as it relates to fisheries research. Emphasis is placed on various practical knots, rope splicing, marine hardware, biological sampling gear classifications, and the basics of net construction, repair, and design. Upon completion, students should be able to implement marlin spike skills; repair netted material; and identify, design, and construct various types of biological entrapment and entanglement gear.

MSC 134 Fishing Gear Tech II

2 0 2

Prerequisites: MSC 132 Corequisites: None

This course offers further experience and instruction in fishing gear theory and design and the collection and recording of biological data. Emphasis is placed on the general skills needed to design, construct, and repair complex sampling gear and be employed as a fisheries technician. Upon completion, students should be able to understand and apply fishing gear design and construction techniques and collect, compile, and record biological data.

MSC 150 Marine Navigation

0 3

2

3

Prerequisites: None Corequisites: None

This course provides training in marine piloting and electronic navigation techniques. Topics include use of charts, instruments, navigational aids, compasses, nautical publications, radar, GPS, LORAN, and depth sounders, with an emphasis on plotting techniques. Upon completion, students should be able to demonstrate competence in the safe navigation of vessels utilizing and interpreting information obtained from navigational aids. Use of navigational computer software will also be introduced.

**MSC 152 Marine Instrumentation** 

Prerequisites: None Corequisites: None

This course introduces the various types of oceanographic instrumentation used for the collection of data and samples by the oceanographic community. Emphasis is placed on data recording procedures, proper operation, safe handling, and calibration, maintenance, and repair of instruments. Upon completion, students should be able to safely and correctly use the instruments covered to conduct accurate field measurements

**MSC 154 Marine Photography** 

Prerequisites: None Corequisites: None

This course introduces the basic concepts, processes, and techniques of photography with emphasis on marine applications. Topics include proper camera operation, composition, exposure, lighting techniques, and the processing of black and white films and papers. Upon completion, students should be able to demonstrate proficiency in the operation of a camera and portable lighting tools with consistent exposures and darkroom techniques.

Class Lab Clinical Credit

MSC 162 Oceanography I

0

3

Prerequisites: None Corequisites: None

This course provides a general description of oceanic geological features and the chemical and physical characteristics of the oceans. Topics include a history of oceanography, bathymetry, seismic profiling and plate tectonics, sea water chemistry and physics, atmospheric circulation and weather. Upon completion, students should be able to describe oceanic basin features, the physics and chemistry of sea water, and general atmospheric circulation.

MSC 164 Oceanography II

0 3

Prerequisites: None Corequisites: None

This course provides a general description of currents, waves, tides, and coastal geology. Topics include currents, waves, tides, sedimentation and types of coasts. Upon completion, students should be able to describe oceanic circulation, sediment distributions and coastal processes.

**MSC 172 Marine Biology** 

3 0

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Prerequisites: None Corequisites: None

This course utilizes field trips to the beach, salt marsh, and other habitats to study marine animals and plants in their natural communities. Topics include divisions of the marine environment, distribution of life in the ocean, and the interrelationships of marine organisms in various habitats. Upon completion, students should be able to scientifically identify various marine species and describe the role they fill in their

MSC 174 Marine Inverteb Zoology

2

Prerequisites: None

biological communities.

Corequisites: None

This course covers the behavior and classification of marine invertebrates. Topics include identification, feeding behavior, reproduction, and symbiotic relationships of marine invertebrates. Upon completion, students should be able to identify and classify marine invertebrates and demonstrate an understanding of their basic anatomy and physiology.

MSC 182 Water Analysis I

2

Prerequisites: None

Corequisites: None

This course is the first of two covering the practical analysis of water samples with an emphasis on marine-oriented techniques and procedures. Topics include basic chemistry laboratory skills and the use of wet chemistry and field meters to measure various chemically and biologically important pa-

rameters. Upon completion, students should be able to measure pH, salinity, turbidity, dissolved oxygen, and nitrite/ nitrate nutrients in natural water samples.

**MSC 216 Training Cruise IV** 

Prerequisites: MSC 114, MSC 152

Corequisites: Full time Marine Technology enrollment or

permission of the Department Chair

This course covers the skills necessary to live and work safely aboard oceangoing research vessels. Emphasis is placed on conducting standard hydrographic stations using various oceanographic samplers. Upon completion, students should be able to set up and conduct a hydrographic station and collect accurate data using various types of marine instrumentation.

MSC 218 Training Cruise V

Prerequisites: MSC 216, MSC 152 Corequisites: Full time Marine Technology enrollment or per-

mission of the Department Chair

This course covers the skills necessary to live and work safely aboard oceangoing research vessels. Emphasis is placed on conducting a broad range of oceanographic survey techniques, including chemical, meteorological, geological, physical, and biological surveys. Upon completion, students should be able to demonstrate competence in the skills required of a marine technician aboard an oceanographic or survey vessel.

**MSC 254 Marine Data Processing** Prerequisites: CIS 111 and MSC 152 2

Corequisites: None

This course introduces standard oceanographic procedures used to process and analyze oceanographic data. Emphasis is placed on the use of standard recording procedures and computer applications for processing and analyzing oceanographic data. Upon completion, students should be able to record and analyze oceanographic data using standard procedures along with computer-based applications.

MSC 256 Cartographic/Hydro Surv 1 2

Prerequisites: CIS 111 Corequisites: None

This course covers basic surveying and cartography techniques as they apply to marine research. Topics include topographic map and bathymetric chart basics, including symbols, contours, elevations, coordinate systems, and basic survey instruments, modeling, and field projects. Upon completion, students should be able to use topographic and bathymetric maps as a research tool and set up and conduct field surveys.

Class Lab Clinical Credit

**MSC 258 Multimedia Presentations** Prerequisites: MSC 154, CIS 111

Corequisites: None

This course provides practical experience with a variety of visual presentation methods for scientific and generalized information presentation. Emphasis is placed on statistical data representation and effective presentations, including the use of overheads, computers, handouts, and other visual presentation methods. Upon completion, students should be able to prepare and present a color slide show, a computerized presentation, and a scientific paper with a variety of graphics.

MSC 276 Marine Vertebrate Zoo

Prerequisites: None Corequisites: None

This course covers the behavior and classification of marine fishes, reptiles, birds, and mammals. Topics include identification, feeding behavior, reproduction, migration, and other marine vertebrate characteristics. Upon completion, students should be able to identify marine vertebrates and demonstrate an understanding of the methods marine vertebrates use to survive in the ocean.

MSC 282 Water Analysis II

2 3 0

Prerequisites: MSC 182 Corequisites: None

The course is the second of two covering the practical analysis of water samples with an emphasis on marine-oriented techniques and procedures. Topics include introductory microbiology techniques and the use of wet chemistry and laboratory instruments to measure various chemically and biologically important parameters. Upon completion, students should be able to culture microbes and measure levels of ions, trace metals, fluorescent dyes, and the phosphate and silicate nutrients.

**MUS 110 Music Appreciation** 

3

Prerequisites: None Corequisites: None

This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music.

**MUS 112 Introduction to Jazz** 

3 3

Prerequisites: None Corequisites: None

This course introduces the origins and musical components of jazz and the contributions of its major artists. Emphasis is placed on the development of discriminating listening habits, as well as the investigation of the styles and structural forms of

the jazz idiom. Upon completion, students should be able to demonstrate skills in listening and understanding this form of American music.

**MUS 113 American Music** 

0 0 3

Prerequisites: None Corequisites: None

This course introduces various musical styles, influences, and composers of the United States from pre-Colonial times to the present. Emphasis is placed on the broad variety of music particular to American culture. Upon completion, students should be able to demonstrate skills in basic listening and understanding of American music.

NET 110 Data Comm/Networking

3 2

0

Prerequisites: None

Corequisites: None

This course introduce data communication and networking. Topics include telecommunication standards, protocols, equipment, network topologies, communication software, LANs, WANs, the Internet, and network operating systems. Upon completion, students should be able to demonstrate understanding of the fundamentals of telecommunication and networking.

NET 120 Network Install/Admin I

0

2

2

3

Prerequisites: NET 110 Corequisites: None

This course covers the installation and administration of network hardware and system software. Topics include network topologies, various network operating systems, server and workstation installation and configuration, printer services, and connectivity options. Upon completion, students should be able to perform basic installation and administration of departmental networks.

**NET 125 Routing and Switching I** 

0

1 Prerequisites: CIS 110 or CIS 111 or permission of instructor

Corequisites: None

This course introduces the OSI model, network topologies, IP addressing, and subnet masks, simple routing techniques, and basic switching terminology. Topics include the basic functions of the seven layers of the OSI model, different classes of IP addressing and subnetting, router login scripts. Upon completion, students should be able to list the key internetworking functions of the OSI Networking Layer and how they are performed in a variety of router types.

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NET 126 Routing and Switching II

1 4 0 Prerequisites: Requires a grade of "C" or above in NET 125

Corequisites: None

This course introduces router configurations, router protocols, switching methods, and hub terminology. Topics include the basic flow control methods, router startup commands, manipulation of router configuration files, IP and data link addressing. Upon completion, students should be able to prepare the initial router configuration files, as well as enable, verify, and configure IP addresses.

NET 225 Adv Router & Switching I

Prerequisites: Requires a grade of "C" or above in NET 126

Corequisites: None

This course introduces advanced router configurations, advanced LAN switching theory and design, VLANs, Novell IPX, and threaded case studies. Topics include router elements and operations, adding routing protocols to a configuration, monitoring IPX operations on the router, LAN segmentation, and advanced switching methods. Upon completion students should be able to describe LAN and network segmentation with bridges, routers and switches and describe a virtual LAN.

NET 226 Adv Router & Switching II

Prerequisites: Requires a grade of "C" or above in NET 225

Corequisites: None

This course introduces WAN theory and design, WAN technology, PPP, Frame Relay, ISDN, and additional case studies. Topics include network congestion problems, TCP/IP transport and network layer protocols, advanced routing and switching configuration, ISDN protocols, PPP encapsulation operations on a router. Upon completion, students should be able to provide solutions for network routing problems, identify ISDN protocols, channels, and function groups, describe the Spanning Tree protocol.

NET 260 Internet Dev & Support

0 0 3

3

Prerequisites: NET 110

Corequisites: None

This course covers issues relating to the development and implementation of Internet related tools and services. Topics include Internet organization, site registration, e-mail servers, Web servers, Web page development, legal issues, firewalls, multimedia, TCP/IP, service providers, FTP, list servers, and gateways. Upon completion, students should be able to develop and support the Internet services needed within an organization.

NUR 101 Practical Nursing I 7 6 6 11
Prerequisites: Enrollment in the Practical Nursing program

Corequisites: BIO 106, PSY 150

This course introduces concepts as related to the practical nurse's caregiver and discipline-specific roles. Emphasis is placed on the nursing process, legal/ethical/professional issues, wellness/illness patterns, and basic nursing skills. Upon completion, students should be able to demonstrate beginning understanding of nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span.

NUR 102 Practical Nursing II 8 0 12 12 Prerequisites: NUR 101, BIO 106, PSY 150

Corequisites: None

This course includes more advanced concepts as related to the practical nurse's caregiver and discipline-specific roles. Emphasis is placed on the nursing process, delegation, cost effectiveness, legal/ethical/professional issues, and wellness/illness patterns. Upon completion, students should be able to begin participating in the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span.

NUR 103 Practical Nursing III 6 0 12 10 Prerequisites: NUR 102, PSY 241

Corequisites: None

This course focuses on use of nursing/related concepts by practical nurses as providers of care/members of discipline in collaboration with health team members. Emphasis is placed on the nursing process, wellness/illness patterns, entry-level issues, accountability, advocacy, professional development, evolving technology, and changing health care delivery systems. Upon completion, students should be able to use the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span.

**NUR 107 LPN Refresher** 9 0 9 12

Prerequisites: Completion of an LPN program Verification of Previous Licensure as an LPN

Corequisites: None

This refresher course is designed to provide an independent didactic review for the previously licensed Practical Nurse whose license has lapsed. Emphasis is placed on common medical-surgical conditions and nursing approaches to their management, including mental health principles, pharmacological concepts, and safe clinical practice. Upon completion, students will be eligible to apply for reinstatement of licensure.

Class Lab Clinical Credit

NUR 110 Nursing I 5 3 6 8 Prerequisites: Admission to the Associate Degree Nursing

program

Corequisites: BIO 168, PSY 150

This course introduces concepts basic to beginning nursing practice. Emphasis is placed on introducing the nurse's role as provider of care, manager of care, and member of the discipline of nursing. Upon completion, students should be able to demonstrate beginning competence in caring for individuals with common alterations in health.

NUR 120 Nursing II 5 3 6 8
Prerequisites: NUR 110, BIO 168, PSY 150

Corequisites: BIO 169, PSY 241

This course provides an expanded knowledge base for delivering nursing care to individuals of various ages. Emphasis is placed on developing the nurse's role as provider of care, manager of care, and member of the discipline of nursing. Upon completion, students should be able to participate in the delivery of nursing care for individuals with common alterations in health.

**NUR 130 Nursing III** 4 3 6 7 Prerequisites: NUR 120, PSY 241, BIO 169

Corequisites: None

This course provides an expanded knowledge base for delivering nursing care to individuals of various ages. Emphasis is placed on expanding the nurse's role as provider of care, manager of care, and member of the discipline of nursing. Upon completion, students should be able to deliver nursing care to individuals with common alterations in health. Concepts of Leadership and Management are addressed in this course.

NUR 210 Nursing IV 5 3 12 10 Prerequisites: NUR 130

Corequisites: BIO 175

This course provides an expanded knowledge base for delivering nursing care to individuals of various ages. Emphasis is placed on using collaboration as a provider of care, manager of care, and member of the discipline of nursing. Upon completion, students should be able to modify nursing care for individuals with common alterations in health. This will include both physical and mental health as well as current Issues and Trends.

NUR 220 Nursing V 4 3 15 10

Prerequisites: NUR 210 Corequisites: None

This course provides an expanded knowledge base for delivering nursing care to individuals of various ages. Emphasis is placed on the nurse's role as an independent provider and manager of care for a group of individuals and member of a

multidisciplinary team. Upon completion, students should be able to provide comprehensive nursing care to a group of individuals with common complex health alterations.

**NUT 110 Nutrition** 

0 3

Prerequisites: None Corequisites: None

This course covers basic principles of nutrition and their relationship to human health. Topics include meeting nutritional needs of healthy people, menu modification based on special dietary needs, food habits, and contemporary problems associated with food selection. Upon completion, students should be able to apply basic nutritional concepts to food preparation and selection.

**OST 131 Keyboarding** 

2 2 0

Prerequisites: None Corequisites: None

This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system.

OST 132 Keyboard Skill Building

0 2

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Prerequisites: OST 131 Corequisites: None

This course provides accuracy- and speed-building drills. Emphasis is placed on diagnostic tests to identify accuracy and speed deficiencies followed by corrective drills. Upon completion, students should be able to keyboard rhythmically with greater accuracy and speed.

2 **OST 134 Text Entry & Formatting** 

Prerequisites: OST 131 Corequisites: None

This course is designed to provide the skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce mailable documents.

**OST 136 Word Processing** 

2

Prerequisites: CIS 111 or OST 131 or Permission of Instructor

Corequisites: None

This course introduces word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment.

Class Lab Clinical Credit

**OST 164 Text Editing Applications** 

3 0 Prerequisites: A grade of "C" or better in ENG 085 or English

and Reading Placements scores of 39 or higher.

Corequisites: None

This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text.

**OST 184 Records Management** 

2 0 2

1

Prerequisites: None Corequisites: None

This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system.

**OST 201 Medical Transcription I** 

4 3 2

Prerequisites: OST 136, OST 164 and either BIO 106

or BIO 168

Corequisites: OST 164

This course introduces dictating equipment and typical medical dictation. Emphasis is placed on efficient use of equipment, dictionaries, PDRs, and other reference materials. Upon completion, students should be able to efficiently operate dictating equipment and to accurately transcribe a variety of medical documents in a specified time.

**OST 202 Medical Transcription II** 

2 0 4

Prerequisites: OST 201 Corequisites: None

This course provides additional practice in transcribing documents from various medical specialties. Emphasis is placed on increasing transcription speed and accuracy and understanding medical procedures and terminology. Upon completion, students should be able to accurately transcribe a variety of medical documents in a specified time.

**OST 223 Machine Transcription I** 

0 2

Prerequisites: OST 134, OST 136, and OST 164

Corequisites: None

This course covers the use of transcribing machines to produce mailable documents. Emphasis is placed on appropriate formatting, advanced text editing skills, and transcription techniques. Upon completion, students should be able to transcribe documents into mailable copy.

**OST 233 Office Publications Design** 

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Prerequisites: OST 136 Corequisites: None

This course provides entry-level skills in using software with desktop publishing capabilities. Topics include principles of page layout, desktop publishing terminology and applications, and legal and ethical considerations of software use. Upon completion, students should be able to design and produce professional business documents and publications.

OST 236 Adv Word/Information Proc 2 3

Prerequisites: OST 136 Corequisites: None

This course develops proficiency in the utilization of advanced word/information processing functions. Topics include tables, graphics, macros, sorting, document assembly, merging, and newspaper and brochure columns. Upon completion, students should be able to produce a variety of complex business documents.

OST 247 CPT Coding in Med Off 2

Prerequisites: MED 122 or OST 142

Corequisites: None

This course provides in-depth coverage of procedural coding. Emphasis is placed on CPT and HCPCS rules for Medicare billing. Upon completion, students should be able to properly code procedures and services performed by physicians in ambulatory settings.

**OST 248 Diagnostic Coding** 2 2

Prerequisites: MED 122 or OST 142

Corequisites: None

This courses provides an in-depth study of diagnostic coding for the medical office. Emphasis is placed on ICD-9-CM codes used on superbills and other encounter forms. Upon completion, students should be able to apply the principles of diagnostic coding in the physician's office.

**OST 289 Office Systems Mgt** 0 3 Prerequisites: OST 134, OST 136, and OST 164

Corequisites: None

This course provides a capstone course for the office professional. Topics include administrative office procedures, imaging, communication techniques, ergonomics, and equipment utilization. Upon completion, students should be able to function proficiently in a changing office environment.

Class Lab Clinical Credit

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**OTA 110 Fundamentals of OT** 

Prerequisites: Enrollment in the Occupational Therapy Assis-

tant Program

Corequisites: OTA 120, OTA 140

This course introduces occupational therapy theory, practice, philosophy, and principles. Emphasis is placed on providing a basic understanding of the profession as well as beginning to develop interaction and observation skills. Upon completion, students should be able to demonstrate basic understanding of OT practice options, uniform terminology, activity analysis, principles, process, philosophies, and frames of reference. Students will also begin exploration of medical terminology and abbreviations found within health care.

OTA 120 OT Media I Prerequisites: Enrollment in the Occupational Therapy Assis-

tant Program

Corequisites: OTA 110, OTA 140

This course provides training in recognizing the therapeutic value of and using a wide variety of leisure, self-care, and work activities. Topics include crafts, games, personal care and work activities, as well as teaching and learning methods and styles. Upon completion, students should be able to design, select, and complete/perform leisure, self-care, and work activities that would be therapeutic for designated client populations.

**OTA 130 Assessment Skills** 3

Prerequisites: OTA 110, OTA 120, OTA 140 Corequisites: OTA 150, OTA 161, OTA 170

This course provides training in appropriate and accurate assessment and intervention skills related to sensory, movement, perceptual/cognitive, affective systems, and ADL skills. Topics include kinesiology, body mechanics, sensory, ROM, MMT, cognitive/perceptual, psychosocial, self-care, and workrelated assessments; treatment approaches; and basics of group structure and dynamics. Upon completion, students should be able to administer various assessment tools and appropriate treatment approaches regarding sensation, movement, perception/cognition, affect, self-care, and work-related skills.

**OTA 140 Professional Skills I** Prerequisites: Enrollment in the Occupational Therapy Assis-

tant Program

Corequisites: OTA 110, OTA 120

This course introduces the roles and responsibilities of COTAs/ OTRs in OT practice and facilitates development of observation, documentation, and therapeutic use of self skills. Topics include Code of Ethics, roles/responsibilities, credentialing/licensing, documentation, therapeutic use of self and professional identity/behavior, supervisory relationships, time management, and observation skills. Upon completion, students should be able to demonstrate ethical behavior,

discriminate between roles/responsibilities of COTAs/OTRs, and participate in acceptable supervision, documentation, and scheduling.

0 3 OTA 150 Life Span Skills I Prerequisites: OTA 110, OTA 120, OTA 140 Corequisites: OTA 130, OTA 161, PSY 241 and OTA 170

This course is designed to use knowledge gained from PSY 241 as it applies to OT practice from birth to adolescence. Topics include review of normal growth and development, identification/discussion of common disabilities/delays, assessment, treatment planning, and intervention approaches used with these populations. Upon completion, students should be able to identify/use assessments/screenings and interventions for infants through adolescents for selected disabilities/developmental delays in various settings.

**OTA 161 Fieldwork I-Placement 1** 3 1 0 Prerequisites: OTA 120 and OTA 140, OTA 110 Corequisites: OTA 130, OTA 150, OTA 170

This course provides introductory-level clinical training opportunities. Emphasis is placed on observational and basic interactional skills in a setting with a culturally diverse client population. Upon completion, students should be able to use observational and interactional skills to relate effectively with clients under the guidance/direction of fieldwork supervisors.

**OTA 162 Fieldwork I-Placement 2** Prerequisites: OTA 130, OTA 150, OTA 161, OTA 170 Corequisites: OTA 220

This course provides introductory-level clinical training opportunities. Emphasis is placed on observational and basic interactional skills in a setting with a culturally diverse client population. Upon completion, students should be able to use observational and interactional skills to relate effectively with clients under the guidance/direction of fieldwork supervisors.

3 1 OTA 163 Fieldwork I-Placement 3 Prerequisites: OTA 220

Corequisites: OTA 180, OTA 240, OTA 250

This course provides introductory-level clinical training opportunities. Emphasis is placed on observational and basic interactional skills in a setting with a culturally diverse client population. Upon completion, students should be able to use observational and interactional skills to relate effectively with clients under the guidance/direction of fieldwork supervisors.

3 **OTA 170 Physical Dysfunction** 0 Prerequisites: OTA 110, OTA 120, OTA 140 Corequisites: OTA 130, OTA 150, OTA 161

This course is designed to provide knowledge and skills needed for working with individuals experiencing varied mediClass Lab Clinical Credit

cal/physical conditions within their socioeconomic and cultural environments. Topics include medical terminology, common diagnoses, structures/functions that change with disease processes, assessment/treatment priorities for specific problems/conditions, treatment planning, and intervention. Upon completion, students should be able to recognize common symptoms, prioritize problems, and provide for patient safety and infection control when planning and implementing treatment. Kinesiology and fundamentals of movement analysis will also be included in this course.

**OTA 180 Psychosocial Dysfunction** 3 0 3 Prerequisites: OTA 220

Corequisites: OTA 163, OTA 240, OTA 250

This course uses theories/principles related to psychological/ psychiatric health and illnesses and provides training in assessing/treating symptoms of dysfunction and therapeutic use of self and groups. Topics include psychiatric illnesses, symptoms of dysfunction, assessment and treatment of individuals, planning and facilitating therapeutic groups, client safety, and psychosocial aspects of practice. Upon completion, students should be able to effectively plan and conduct individual and group treatment for client conditions related to psychosocial dysfunction recognizing temporal/socioeconomic/cultural contexts.

OTA 220 OT Media II 3 Prerequisites: OTA 130, OTA 150, OTA 161, OTA 170

Corequisites: OTA 162

This course provides training in appropriate and accurate assessment and intervention skills related to orthotics, prosthetics, assistive devices, environmental controls, and ADA issues. Topics include ergonomics and hand function, splint selection/fabrication, changes that improve access for persons with disabilities, use of modalities in treatment, and computers in OT intervention. Upon completion, students should be able to demonstrate proficiency fabricating/monitoring orthotic devices, constructing/modifying assistive devices, using ADA guidelines, and using computers for therapeutic purposes.

**OTA 240 Professional Skills II** 0 1

Prerequisites: OTA 220

Corequisites: OTA 163, OTA 180, OTA 250

This course builds upon and expands skills developed in OTA 140 with emphasis on documentation, supervisory relationships, involvement in the profession, and clinical management skills. Topics include clarification of roles/responsibilities, detailed examination of the supervisory process, professional participation in organizations, and the mechanics of assisting in clinic operations. Upon completion, students should be able to work effectively with a supervisor, plan/implement a professional activity, and perform routine clinic management tasks.

OTA 250 Life Span Skills II

2 3 0 3

Prerequisites: OTA 220

Corequisites: OTA 163, OTA 180, and OTA 240

This course uses knowledge gained from PSY 241 as it applies to OT practice from young adulthood through old age. Emphasis is placed on identification/discussion of common disabilities/chronic diseases, assessments, planning and interventions used with these populations, and activity programming. Upon completion, students should be able to identify/use assessments, interventions, and activities for adults with selected disabilities/losses in various settings.

OTA 260 Fieldwork II-Placement 1 0 0 18 6 Prerequisites: Completion of all OTA Program Didactic

Coursework

Corequisites: OTA 261, OTA 280

This course provides clinical experience under the direct supervision of experienced OTR or COTA personnel working in various practice settings. Emphasis is placed on final clinical preparation for entry-level practice in the profession. Upon completion, students should be able to meet all critical competencies established by the curriculum and AOTA guidelines for entry-level practice.

OTA 261 Fieldwork II-Placement 2 0 0 18 6 Prerequisites: Completion of OTA Program Didactic Coursework

Corequisites: OTA 260, OTA 280

This course provides clinical experience under the direct supervision of experienced OTR or COTA personnel working in various practice settings. Emphasis is placed on final clinical preparation for entry-level practice in the profession. Upon completion, students should be able to meet all critical competencies established by the curriculum and AOTA guidelines for entry-level practice.

OTA 280 Professional Transitions 0 2 0 1
Prerequisites: Completion of OTA Program Didactic
Coursework

Coursework

Corequisites: OTA 260 and OTA 261

This course provides closure to the educational program following Fieldwork II placements. Emphasis is placed on portfolio development and presentation, program evaluation, Fieldwork II experience analysis and synthesis, and final preparation for the certification examination. Upon completion, students should be able to enter the OT work force with supportive documentation demonstrating progress toward meeting critical competencies set forth by the curriculum.

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**PBT 100 Phlebotomy Technology** 5 2 0 6 Prerequisites: Enrollment in the Phlebotomy Technology

program

Corequisites: PBT 101

This course provides instruction in the skills needed for the proper collection of blood and other specimens used for diagnostic testing. Emphasis is placed on ethics, legalities, medical terminology, safety and universal precautions, health care delivery systems, patient relations, anatomy and physiology, and specimen collection. Upon completion, students should be able to demonstrate competence in the theoretical comprehension of phlebotomy techniques.

**PBT 101 Phlebotomy Practicum** 0 0 9 3 Prerequisites: Enrollment in the Phlebotomy Technology

program

Corequisites: PBT 100

This course provides supervised experience in the performance of venipuncture and microcollection techniques in a clinical facility. Emphasis is placed on patient interaction and application of universal precautions, proper collection techniques, special procedures, specimen handling, and data management. Upon completion, students should be able to safely perform procedures necessary for specimen collections on patients in various health care settings.

PCI 161 Intro to Instrumentation 0 2 0 1

Prerequisites: None Corequisites: None

This course introduces various industrial and manufacturing process control environments by taking field trips to related industrial facilities. Topics include job descriptions, titles, and opportunities associated with the field of industrial process control instrumentation. Upon completion, students should be able to demonstrate an understanding of the job opportunities available in the field of process control instrumentation.

PCI 162 Instrumentation Controls 2 3 0 3

Prerequisites: ELC 112 or ELC 131

Corequisites: None

This course surveys industrial process control instrumentation concepts, devices, and systems. Topics include process control devices and process control applications associated with industrial instrumentation. Upon completion, students should be able to demonstrate a basic understanding of the various industrial process control and instrumentation systems. This course is a unique concentration requirement of the Instrumentation concentration in the Electronics Engineering Technology program.

PCI 261 Process Measurement

3

Prerequisites: None Corequisites: None

This course introduces the concepts associated with the measurement of different process variables. Topics include theory and applications involved with the process variables of flow, level, pressure, and temperature. Upon completion, students should be able to understand basic process measurements and demonstrate the ability to calibrate process control instrumentation. This course is a unique concentration requirement of the Instrumentation concentration in the Electronics Engineering Technology program.

**PCI 262 Intro to Process Control** 

Prerequisites: ELC 131 Corequisites: None

This course introduces process control and related instrumentation devices. Topics include basic process control theory, PID diagrams, and calibration methods associated with transducers, transmitters, control valves, and related process devices. Upon completion, students should be able to understand and troubleshoot basic process control devices and systems. This course is a unique concentration requirement of the Instrumentation concentration in the Electronics Engineering Technology program.

PCI 263 Advanced Process Control

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Prerequisites: PCI 262 Corequisites: None

This course covers advanced process control and instrumentation associated with closed and open loop-type process control and systems. Topics include analysis of cascade, distributed control, feedback, and feedforward process control systems using PID and advanced control applications. Upon completion, students should be able to understand and implement advanced process control and instrumentation systems. This course is a unique concentration requirement of the Instrumentation concentration in the Electronics Engineering Technology program.

PCI 264 Process Control with PLCs

Prerequisites: ELC 128 Corequisites: None

This course introduces automatic process control implemented with PLC technology. Topics include interfacing and controlling advanced PID control loops and devices using various PLC-based systems. Upon completion, students should be able to demonstrate an understanding of advanced applications of process control and instrumentation systems with PLC-based devices.

Class Lab Clinical Credit

PED 110 Fit and Well for Life

2

Prerequisites: None Corequisites: None

This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests.

PED 113 Aerobics I

Prerequisites: None Corequisites: None

This course introduces a program of cardiovascular fitness involving continuous, rhythmic exercise. Emphasis is placed on developing cardiovascular efficiency, strength, and flexibility and on safety precautions. Upon completion, students should be able to select and implement a rhythmic aerobic exercise program.

PED 115 Step Aerobics I

1 0

Prerequisites: None Corequisites: None

This course introduces the fundamentals of step aerobics. Emphasis is placed on basic stepping up and down on an adjustable platform; cardiovascular fitness; and upper body, floor, and abdominal exercises. Upon completion, students should be able to participate in basic step aerobics.

PED 122 Yoga I

2 0 1

Prerequisites: None Corequisites: None

This course introduces the basic discipline of yoga. Topics include proper breathing, relaxation techniques, and correct body positions. Upon completion, students should be able to demonstrate the procedures of yoga.

PED 125 Self-Defense—Beginning

0 1 0 2

Prerequisites: None Corequisites: None

This course is designed to aid students in developing rudimentary skills in self-defense. Emphasis is placed on stances, blacks, punches, and kicks as well as non-physical means of self-defense. Upon completion, students should be able to demonstrate basic self-defense techniques of a physical and non-physical nature.

PED 130 Tennis-Beginning

0 2 0 1

Prerequisites: None Corequisites: None

This course emphasizes the fundamentals of tennis. Topics include basic strokes, rules, etiquette, and court play. Upon completion, students should be able to play recreational tennis.

PED 143 Volleyball-Beginning

0 2 0 1

Prerequisites: None Corequisites: None

This course covers the fundamentals of volleyball. Emphasis is placed on the basics of serving, passing, setting, spiking, blacking, and the rules and etiquette of volleyball. Upon completion, students should be able to participate in recreational volleyball.

PED 148 Softball

0 2 0 1

Prerequisites: None Corequisites: None

This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to participate in recreational softball.

PED 152 Swimming-Beginning

0 2 0 1

Prerequisites: None Corequisites: None

This course is designed for non-swimmers and beginners. Emphasis is placed on developing confidence in the water, learning water safety, acquiring skills in floating, and learning elementary strokes. Upon completion, students should be able to demonstrate safety skills and be able to tread water, back float, and use the crawl stroke for 20 yards.

PED 166 Sailing-Beginning

0 2 0 1

Prerequisites: PED 152 or equivalent proficiency

Corequisites: None

This course provides instruction in the basic fundamentals of small boat sailing. Topics include sailing terminology, knot tying, rigging, and various skills necessary to maneuver the boat. Upon completion, students should be able to demonstrate safe handling of a small boat.

PED 167 Sailing-Intermediate

0 2 0 1

Prerequisites: PED 166 Corequisites: None

This course covers more advanced sailing techniques. Emphasis is placed on competent small boat handling and small craft safety. Upon completion, students should be able to competently handle a small craft and pass the American Red Cross Small Boat Safety certification.

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**PHI 215 Philosophical Issues** 

Prerequisites: ENG 111 Corequisites: None

This course introduces fundamental issues in philosophy considering the views of classical and contemporary philosophers. Emphasis is placed on knowledge and belief, appearance and reality, determinism and free will, faith and reason, and justice and inequality. Upon completion, students should be able to identify, analyze, and critique the philosophical components

PHI 230 Introduction to Logic

3 0 0 3

Prerequisites: ENG 111

of an issue.

This course introduces basic concepts and techniques for distinguishing between good and bad reasoning. Emphasis is placed on deduction, induction, validity, soundness syllogisms, truth functions, predicate logic, analogical inference, common fallacies, and scientific methods. Upon completion students should be able to analyze arguments, distinguish between deductive and inductive arguments, test validity, and appraise inductive reasoning.

**PHI 240 Introduction to Ethics** 

0 0 3

Prerequisites: ENG 111 Corequisites: None

This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on utilitarianism, rule-based ethics, existentialism, relativism versus objectivism, and egoism. Upon completion, students should be able to apply various ethical theories to individual moral issues such as euthanasia, abortion, crime and punishment, and justice.

PHM 110 Introduction to Pharmacy 3 0 0
Prerequisites: Enrollment in the Pharmacy Technology

program

Corequisites: PHM 111, 115, 115A, BIO 106

This course introduces pharmacy practice and the technician's role in a variety of pharmacy settings. Topics include medical terminology and abbreviations, drug delivery systems, law and ethics, prescription and medication orders, and the health care system. Upon completion, students should be able to explain the role of pharmacy technicians, read and interpret drug orders, describe quality assurance, and utilize pharmacy references.

PHM 111 Pharmacy Practice I

3 3 0 4

Prerequisites: Enrollment in the Pharmacy Technology

program

Corequisites: PHM 110, 115, 115A, BIO 106

This course provides instruction in the technical procedures for preparing and dispensing drugs in the hospital and retail

settings under supervision of a registered pharmacist. Topics include drug packaging and labeling, out-patient dispensing, hospital dispensing procedures, controlled substance procedures, inventory control, and non-sterile compounding. Upon completion, students should be able to perform basic supervised dispensing techniques in a variety of pharmacy settings.

PHM 115 Pharmacy Calculations 3 0 0 3
Prerequisites: Enrollment in the Pharmacy Technology program
Corequisites: PHM 110, 111, 115A, BIO 106

This course provides an introduction to the metric, avoirdupois, and apothecary systems of measurement and the calculations used in pharmacy practice. Topics include ratio and proportion, dosage determinations, percentage preparations, reducing and enlarging formulas, dilution and concentration, aliquots, specific gravity and density, and flow rates. Upon completion, students should be able to correctly perform calculations required to properly prepare a medication order.

PHM 115A Pharm Calculations Lab 0 2 0 Prerequisites: Enrollment in the Pharmacy Technology program

Corequisites: PHM 110. 111, 115, BIO 106

This course provides an opportunity to practice and perform calculations encountered in pharmacy practice. Emphasis is placed on ratio and proportion, dosage calculations, percentage, reduction/enlargement formulas, aliquots, flow rates, and specific gravity/density. Upon completion, students should be able to perform the calculations required to properly prepare a medication order.

PHM 118 Sterile Products 3 3 0 4
Prerequisites: PHM 110, 111
Corequisites: PHM 120, 138

This course provides an introduction to intravenous admixture preparation and other sterile products, including total parenteral nutrition and chemotherapy. Topics include aseptic techniques; facilities, equipment, and supplies utilized in admixture preparation; incompatibility and stability; laminar flow hoods; immunizations and irrigation solutions; and quality assurance. Upon completion, students should be able to describe and demonstrate the steps involved in preparation of intermittent and continuous infusions, total parenteral nutrition, and chemotherapy.

PHM 120 Pharmacology I 3 0 0 3
Prerequisites: PHM 110, 111
Corequisites: PHM 118, 138

This course introduces the study of the properties, effects, and therapeutic value of the primary agents in the major drug categories. Topics include nutritional products, blood modifiers, hormones, diuretics, cardiovascular agents, respiratory drugs, and gastrointestinal agents. Upon completion, students

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should be able to place major drugs into correct therapeutic categories and identify indications, side effects, and trade and generic names.

**PHM 125 Pharmacology II** 3 0 0 3 Prerequisites: PHM 110, 111, 120

Corequisites: PHM 132, 140, 155

This course provides a continuation of the study of the properties, effects, and therapeutic value of the primary agents in the major drug categories. Topics include autonomic and central nervous system agents, anti-inflammatory agents, and anti-infective drugs. Upon completion, students should be able to place major drugs into correct therapeutic categories and identify indications, side effects, and trade and generic names.

PHM 132 Pharmacy Clinical 0 0 6 2 Prerequisites: PHM 110, 111 Corequisites: PHM 125, 140, 155

This course provides an opportunity to work in pharmacy settings under a pharmacist's supervision. Emphasis is placed on effective communication with personnel, developing proper employee attitude, and dispensing of medications. Upon completion, students should be able to demonstrate an understanding of pharmacy operations, utilize references, dispense medications, prepare patient charges, and efficiently operate computers.

PHM 136 Pharmacy Clinical 0 0 18 6 Prerequisites: PHM 110, 111 Corequisites: PHM 118, 120

This course provides an opportunity to work in pharmacy settings under a pharmacist's supervision. Emphasis is placed on effective communication with personnel, developing proper employee attitude, and dispensing of medications. Upon completion, students should be able to demonstrate an understanding of pharmacy operations, utilize references, dispense medications, prepare patient charges, and efficiently operate computers.

PHM 140 Trends in Pharmacy 2 0 0 2 Prerequisites: PHM 110, 111 Corequisites: PHM 125, 132, 140

This course covers the major issues, trends, and concepts in contemporary pharmacy practice. Topics include professional ethics, continuing education, job placement, and the latest developments in pharmacy technician practice. Upon completion, students should be able to demonstrate a basic knowledge of the topics discussed.

Class Lab Clinical Credit

4

PHM 155 Community Pharmacy

Prerequisites: PHM 110, 111 Corequisites: PHM 125, 132, 140 3

This course covers the operational procedures relating to retail pharmacy. Emphasis is placed on a general knowledge of over-the counter products, prescription processing, business/ inventory management, and specialty patient services. Upon completion, students should be able to provide technical assistance and support to the retail pharmacist.

PHY 110 Conceptual Physics

Prerequisites: Proficiency in reading, or, a grade of "C" or

better in ENG 095

Corequisites: PHY 110A

This course provides a conceptually-based exposure to the fundamental principles and processes of the physical world. Topics include basic concepts of motion, forces, energy, heat, electricity, magnetism, and the structure of matter and the universe. Upon completion, students should be able to describe examples and applications of the principles studied.

PHY 110A Conceptual Physics Lab

Prerequisites: Proficiency in reading, or, a grade of "C" or

better in ENG 095

Corequisites: PHY 110

This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY 110.

PHY 121 Applied Physics I

Prerequisites: None Corequisites: None

This algebra-based course introduces fundamental physical concepts as applied to industrial and service technology fields. Topics include systems of units, problem-solving methods, graphical analyses, vectors, motion, forces, Newton's laws of motion, work, energy, power, momentum, and properties of matter. Upon completion, students should be able to demonstrate an understanding of the principles studied as applied in industrial and service fields.

PHY 131 Physics-Mechanics

Prerequisites: MAT 121 or MAT 161

Corequisites: None

This algebra/trigonometry-based course introduces fundamental physical concepts as applied to engineering technology fields. Topics include systems of units, problem-solving methods, graphical analysis, vectors, motion, forces, Newton's laws of motion, work, energy, power, momentum, and properties of matter. Upon completion, students should be able to

apply the principles studied to applications in engineering technology fields.

PHY 132 Physics-Elec & Magnetism

Prerequisites: PHY 131

Corequisites: None

This algebra/trigonometry-based course is a study of fundamental physical concepts as applied to engineering technology fields. Topics include systems of units, problem-solving methods, graphical analysis, waves, electricity, magnetism, circuits, transformers, motors, and generators. Upon completion, students should be able to apply the principles studied to applications in engineering technology fields.

PHY 151 College Physics I

4

Prerequisites: MAT 161 or MAT 171 or MAT 175

Corequisites: None

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vectors, linear kinematics and dynamics, energy, power, momentum, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered.

PHY 152 College Physics II

Prerequisites: PHY 151 Corequisites: None

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered.

PHY 251 General Physics I

5

Prerequisites: MAT 271 Corequisites: MAT 272

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vector operations, linear kinematics and dynamics, energy, power, momentum, rotational mechanics, periodic motion, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered.

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4

PHY 252 General Physics II 3 Prerequisites: MAT 272 and PHY 251

Corequisites: None

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered.

PLU 111 Intro to Basic Plumbing 1 3 0 2

Prerequisites: None Corequisites: None

This course introduces basic plumbing tools, materials, and fixtures. Topics include standard tools, materials, and fixtures used in basic plumbing systems and other related topics. Upon completion, students should be able to demonstrate an understanding of a basic plumbing system.

**POL 120 American Government** 3 0 0 3 Prerequisites: Proficiency in reading or a grade of "C" or better in ENG 095

Corequisites: None

This course is a study of the origins, development, structure, and functions of American national government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy formation. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system.

**POL 130 State & Local Government** 3 0 0 3 Prerequisites: Proficiency in reading or a grade of "C" or better in ENG 095

Corequisites: None

This course includes state and local political institutions and practices in the context of American federalism. Emphasis is placed on procedural and policy differences as well as political issues in state, regional, and local governments of North Carolina. Upon completion, students should be able to identify and discuss various problems associated with intergovernmental politics and their effect on the community and the individual.

Class Lab Clinical Credit

**POL 210 Comparative Government** 3 0 0 3 Prerequisites: Proficiency in reading or a grade of "C" or better

in ENG 095

Corequisites: None

This course provides a cross-national perspective on the government and politics of contemporary nations such as Great Britain, France, Germany, and Russia. Topics include each country's historical uniqueness, key institutions, attitudes and ideologies, patterns of interaction, and current political problems. Upon completion, students should be able to identify and compare various nations' governmental structures, processes, ideologies, and capacity to resolve major problems.

**POL 220 International Relations** 3 0 0 3 Prerequisites: Proficiency in reading or a grade of "C" or better

in ENG 095

Corequisites: None

This course provides a study of the effects of ideologies, trade, armaments, and alliances on relations among nation states. Emphasis is placed on regional and global cooperation and conflict, economic development, trade, nongovernmental organizations, and international institutions such as the World Court and UN. Upon completion, students should be able to identify and discuss major international relationships, institutions, and problems.

**PSY 118 Interpersonal Psychology** 3 0 0 3 Prerequisites: Proficiency in reading or a grade of "C" or better

in ENG 095 Corequisites: None

This course introduces the basic principles of psychology as they relate to personal and professional development. Emphasis is placed on personality trait, communication/leadership style, effective problem solving, and cultural diversity as they apply to personal and work environments. Upon completion, students should be able to demonstrate an understanding of these principles of psychology as they apply to personal and professional development.

**PSY 150 General Psychology** 3 0 0 3 Prerequisites: Proficiency in reading or a grade of "C" or better in ENG 095

Corequisites: None

This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology.

PSY 241 Developmental Psychology Prerequisites: PSY 150

This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span.

**PSY 244 Child Development I** 

3

Prerequisites: PSY 150 Corequisites: None

Corequisites: None

This course provides an introduction to the study of child development and examines the growth and development of children from conception through early childhood. Topics include historical and theoretical perspectives, terminology, research and observation techniques as well as physical, cognitive, and psychosocial growth and change. Upon completion, students should be able to demonstrate and understanding of the early stages of child development.

**PSY 245 Child Development II** 

3 0 0 3

Prerequisites: PSY 244 Corequisites: None

This course examines the growth and development of children during early and middle childhood. Emphasis is placed on factors influencing physical, cognitive, and psychosocial growth and change. Upon completion, students should be able to demonstrate an understanding of early and middle child development.

**PSY 255 Intro to Exceptionality** 

3

Prerequisites: PSY 150 Corequisites: None

This course introduces the psychology of the exceptional person. Topics include theoretical perspectives, terminology, and interventions pertaining to various handicapping conditions as well as the resulting psychosocial adjustments. Upon completion, students should be able to demonstrate a basic understanding of the potentials and limitations of the exceptional person.

**PSY 265** Behavioral Modifications

Prerequisites: PSY 150 Corequisites: None

This course is an applied study of the factors influencing human behavior and strategies for behavioral change. Emphasis is placed on cognitive-behavioral theory, behavioral assessment, practical applications of conditioning techniques, and maintenance of adaptive behavior patterns. Upon completion, students should be able to implement basis learning principles to effect behavioral changes in self and others.

Class Lab Clinical Credit

PSY 281 Abnormal Psychology

Prerequisites: PSY 150

Corequisites: None

This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques

RAD 110 Rad Intro & Patient Care

3

Prerequisites: Enrollment in Radiography program

Corequisites: RAD 111 and RAD 151

This course provides an overview of the radiography profession and student responsibilities. Emphasis is placed on basic principles of patient care, radiation protection, technical factors, and medical terminology. Upon completion, students should be able to demonstrate basic skills in these areas.

RAD 111 RAD Procedures I

Prerequisites: Enrollment in the Radiography program

Corequisites: BIO 168

This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the chest, abdomen, extremities, spine, and pelvis. Upon completion, students should be able to demonstrate competence in these areas.

**RAD 112 RAD Procedures II** 

Prerequisites: BIO 168 Corequisites: BIO 169

This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the skull, bony thorax, and gastrointestinal, biliary, and urinary systems. Upon completion, students should be able to demonstrate competence in these areas.

RAD 121 Radiographic Imaging I

Prerequisites: RAD 110, RAD 111, and RAD 151

Corequisites: None

This course covers factors of image quality and methods of exposure control. Topics include density, contrast, recorded detail, distortion, technique charts, manual and automatic exposure control, and tube rating charts. Upon completion, students should be able to demonstrate an understanding of exposure control and the effects of exposure factors on image quality.

RAD 122 Radiographic Imaging II 1 3 0 2 Prerequisites: RAD 112, RAD 121, and RAD 161

Corequisites: RAD 131 and RAD 171

This course covers image receptor systems and processing principles. Topics include film, film storage, processing, intensifying screens, grids, and beam limitation. Upon completion, students should be able to demonstrate the principles of selection and usage of imaging accessories to produce quality images.

RAD 131 Radiographic Physics I 1 3 0 2 Prerequisites: RAD 112, RAD 121, and RAD 161 Corequisites: RAD 122 and RAD 171

This course introduces the fundamental principles of physics that underlie diagnostic X-ray production and radiography. Topics include electromagnetic waves, electricity and magnetism, electrical energy, and power and circuits as they relate to radiography. Upon completion, students should be able to demonstrate an understanding of basic principles of physics as they relate to the operation of radiographic equipment.

RAD 151 RAD Clinical Ed I 0 0 6 2
Prerequisites: Enrollment in the Radiography program
Corequisites: RAD 110 and RAD 111

This course introduces patient management and basic radiographic procedures in the clinical setting. Emphasis is placed on mastering positioning of the chest and extremities, manipulating equipment, and applying principles of ALARA. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RAD 161 RAD Clinical Ed II 0 0 15 5
Prerequisites: RAD 110, RAD 111, and RAD 151
Corequisites: RAD 112 and RAD 121

This course provides additional experience in patient management and in more complex radiographic procedures. Emphasis is placed on mastering positioning of the spine, pelvis, head and neck, and thorax and adapting procedures to meet patient variations. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RAD 171 RAD Clinical Ed III 0 0 12 4
Prerequisites: RAD 112, RAD 121, and RAD 161
Corequisites: RAD 122 and RAD 131

This course provides experience in patient management specific to fluoroscopic and advanced radiographic procedures. Emphasis is placed on applying appropriate technical factors to all studies and mastering positioning of gastrointestinal and urological studies. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

Class Lab Clinical Credit

RAD 211 RAD Procedures III

2 3 0 3

Prerequisites: RAD 112

Corequisites: RAD 231, RAD 241, and RAD 251

This course provides the knowledge and skills necessary to perform standard and specialty radiographic procedures. Emphasis is placed on radiographic specialty procedures, pathology, and advanced imaging. Upon completion, students should be able to demonstrate competence in these areas.

RAD 231 Radiographic Physics II

3 0 2

Prerequisites: RAD 171

Corequisites: RAD 211, RAD 241, and RAD 251

This course continues the study of physics that underlie diagnostic X-ray production and radiographic and fluoroscopic equipment. Topics include X-ray production, electromagnetic interactions with matter, X-ray devices, equipment circuitry, targets, filtration, and dosimetry. Upon completion, students should be able to demonstrate an understanding of the application of physical concepts as related to image production.

RAD 241 Radiation Protection 2 0 0 2 Prerequisites: RAD 122, RAD 131, and RAD 171 Corequisites: RAD 211, RAD 231, and RAD 251

This course covers the principles of radiation protection and radiobiology. Topics include the effects of ionizing radiation on body tissues, protective measures for limiting exposure to the patient and personnel, and radiation monitoring devices. Upon completion, students should be able to demonstrate an understanding of the effects and uses of radiation in diagnostic radiology.

RAD 245 Radiographic Analysis 2 3 0 3

Prerequisites: RAD 251 Corequisites: RAD 261

This course provides an overview of imaging concepts and introduces methods of quality assurance. Topics include a systematic approach for image evaluation and analysis of imaging service and quality assurance. Upon completion, students should be able to establish and administer a quality assurance program and conduct a critical review of images.

RAD 251 RAD Clinical Ed IV 0 0 21 7 Prerequisites: RAD 122, RAD 131, and RAD 171 Corequisites: RAD 211, RAD 231, and RAD 241

This course provides the opportunity to continue mastering all basic radiographic procedures and to attain experience in advanced areas. Emphasis is placed on equipment operation, pathological recognition, pediatric and geriatric variations, and a further awareness of radiation protection requirements. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RAD 261 RAD Clinical Ed V

0 0 21

Prerequisites: RAD 251 Corequisites: RAD 245

This course is designed to enhance expertise in all radiographic procedures, patient management, radiation protection, and image production and evaluation. Emphasis is placed on developing an autonomous approach to the diversity of clinical situations and successfully adapting to those procedures. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

**RAD 281 RAD Clinical Elective** 

0 0 3 1

Prerequisites: None Corequisites: None

This course provides advanced knowledge of clinical applications. Emphasis is placed on enhancing clinical skills. Upon completion, students should be able to successfully complete the clinical course objectives.

**REA 101 Intro Real Est App R-1** 

2 0 0 2

Prerequisites: None Corequisites: None

This course introduces the entire valuation process, with specific coverage of residential neighborhood and property analysis. Topics include basic real property law, concepts of value and operation of real estate markets, mathematical and statistical concepts, finance, and residential construction/design. Upon completion, students should be able to demonstrate adequate preparation for REA 102. This course is required for the Real Estate Appraisal certificate.

me Real Estate Appraisal certificate.

REA 102 Valuation Prin & Prac R-2 2 0 0 2

Prerequisites: REA 101 Corequisites: None

This course introduces procedures used to develop an estimate of value and how the various principles of value relate to the application of such procedures. Topics include the sales comparison approach, site valuation, sales comparison, the cost approach, the income approach, and reconciliation. Upon completion, students should be able to complete the Uniform Residential Appraisal Report (URAR).

REA 103 Applied Res Prop Val R-3 2 0 0

Prerequisites: REA 102 Corequisites: None

This course covers the laws and standards practiced by appraisers in the appraisal of residential 1-4 unit properties and small farms. Topics include Financial Institutions Reform and Recovery Enforcement Act (FIRREA), Uniform Standards of Professional Appraisal Practice (USPAP), and North Carolina statutes and rules. Upon completion, students should be able to demonstrate eligibility to sit for the NC Appraisal Board license trainee examination and to enroll in REA 201.

Class Lab Clinical Credit

REA 201 Intro Income Prop App G-1 2 0

Prerequisites: REA 103 Corequisites: None

This course introduces concepts and techniques used to appraise real estate income properties. Topics include real estate market analysis, property analysis and site valuation, how to use financial calculators, present value, NOI, and before-tax cash flow. Upon completion, students should be able to estimate income property values using direct capitalization and to sit for the NC Certified Residential Appraiser examination.

REA 202 Adv Inc Capital Proc G-2

0 0 2

Prerequisites: REA 201

Corequisites: A financial calculator is required for this course

This course expands direct capitalization techniques and introduces yield capitalization. Topics include yield rates, discounted cash flow, financial leverage, and traditional yield capitalization formulas. Upon completion, students should be able to estimate the value of income producing property using yield capitalization techniques.

REA 203 Applied Inc Prop Val G-3 2 0 0 2

Prerequisites: REA 202 Corequisites: None

This course covers the laws, rules, and standards pertaining to the principles and practices applicable to the appraisal of income properties. Topics include FIRREA, USPAP, Uniform Commercial and Industrial Appraisal Report (UCIAR) form, North Carolina statutes and rules, and case studies. Upon completion, students should be able to prepare a narrative report that conforms to the USPAP and sit for the NC Certified General Appraisal examination.

**REL 110 World Religions** 

0 0 3

Prerequisites: Proficiency in reading or a grade of "C" or better

in ENG 095

Corequisites: None

This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied.

**REL 111 Eastern Religions** 

3 0 0 3

Prerequisites: Proficiency in reading or a grade of "C" or better

in ENG 095

Corequisites: None

This course introduces the major Asian religious traditions. Topics include Hinduism, Buddhism, Taoism, Confucianism, and Shinto. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied.

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**REL 112 Western Religions** Prerequisites: Proficiency in reading or a grade of "C" or better

in ENG 095 Corequisites: None

This course introduces the major western religious traditions. Topics include Zoroastrianism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied.

**REL 211 Intro to Old Testament** Prerequisites: Proficiency in reading or a grade of "C" or better in ENG 095

Corequisites: None

This course is a survey of the literature of the Hebrews with readings from the law, prophets, and other writings. Emphasis is placed on the use of literary, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature.

**REL 212 Intro to New Testament** Prerequisites: Proficiency in reading or a grade of "C" or better in ENG 095

Corequisites: None

This course is a survey of the literature of first century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament literature.

REL 221 Religion in America Prerequisites: Proficiency in reading or a grade of "C" or better in ENG 095

Corequisites: None

This course is an examination of religious beliefs and practice in the United States. Emphasis is placed on mainstream religious traditions and non-traditional religious movements from the Colonial period to the present. Upon completion, students should be able to recognize and appreciate the diversity of religious traditions in America.

**RLS 112 Real Estate Fundamentals** 5 0 0

Prerequisites: None Corequisites: None

This course provides basic instruction in real estate principles and practices. Topics include law, finance, brokerage, closing, valuation, management, taxation, mathematics, construction, land use, property insurance, and NC License Law and Commission Rules. Upon completion, students should be able to Class Lab Clinical Credit

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demonstrate basic knowledge and skills necessary for real estate sales.

**RLS 113 Real Estate Mathematics** 

Prerequisites: None Corequisites: None

This course provides basic instruction in business mathematics applicable to real estate situations. Topics include area computations, percentage of profit/loss, bookkeeping and accounting methods, appreciation and depreciation, financial calculations and interest yields, property valuation, insurance, taxes, and commissions. Upon completion, students should be able to demonstrate proficiency in applied real estate mathematics.

**RLS 117 Real Estate Broker** Prerequisites: RLS 112

Corequisites: None

This course consists of advanced-level instruction on a variety of topics related to Real Estate law and brokerage practices. Topics include: real estate brokerage, finance and sales, RESPA, fair housing issues, selected NC Real Estate License Law and NC Real Estate Commission Rule issues. Upon completion, students should be able to demonstrate knowledge of real estate brokerage, law and finance.

**SLP 111 Ethics and Standards** 

for SLPAs 3 0 Prerequisites: Enrollment or acceptance in the SLP-A Program

Corequisites: None

This course provides an overview of the theory, practice, and philosophy of speech-language pathology assisting. Topics include legal and ethical issues, scope of practice, multiculturalism, and diversity. Upon completion, students should be able to describe characteristics of the profession and identify components of safe and ethical practice.

3 SLP 112 SLP Anatomy & Physiology 3 0 Prerequisites: BIO 163 or BIO 166 or BIO 169

Corequisites: None

This course introduces the basic pathophysiology of the orofacial and thoracic structures of the human body. Emphasis is placed on the most commonly treated speech, language, and hearing disorders. Upon completion, students should be able to identify and describe basic pathophysiology related to the production of speech and hearing.

**SLP 120 SLPA Administrative** 

Procedures & Management Prerequisites: Enrollment or admission in the SLP-A program

Corequisites: None

This course covers organizational and functional skills appropriate to the speech-language pathology workplace. Emphasis

is placed on scheduling, office etiquette, operation of office equipment, time management, and quality issues. Upon completion, students should be able to demonstrate correct operation of office equipment and work cooperatively and effectively within the speech-language pathology professional environment.

SLP 130 Phonetics/Speech Patterns

Prerequisites: SLP 111 Corequisites: None

This course introduces the International Phonetic Alphabet and the categories of speech sounds, including voice, place, and manner of production. Emphasis is placed on the accurate transcription of normal and abnormal speech samples using the IPA and on the production of effective natural speech. Upon completion, students should be able to transcribe and categorize speech sounds and understand the relationship between respiration, phonation and articulation.

**SLP 140 Normal Communication** 3 3

Prerequisites: SLP 111 Corequisites: None

This course introduces normal verbal and non-verbal communications across the life span, including appropriate social interaction with diverse populations. Topics include normal speech, language, and hearing in a multicultural society and an introduction to screening for normality and abnormality. Upon completion, students should be able to identify normal speech, language, and hearing patterns.

**SLP 211 Development Disorders** 3 Prerequisites: SLP 111 or SLP 112 or SLP 130 or SLP 140

Corequisites: None

This course covers screening for speech, language, and hearing disorders; use of observational checklists; and administration of therapeutic protocols. Emphasis is placed on conditions commonly treated in speech-language pathology. Upon completion, students should be able to accurately administer screening tests and therapeutic protocols and identify characteristics of developmental speech, language, and hearing disorders.

**SLP 212 Acquired Disorders** 5

Prerequisites: SLP 211 Corequisites: None

This course is a continuation of SLP 211 and includes an introduction to clinical settings. Emphasis is placed on acquired conditions commonly treated in speech-language pathology. Upon completion, students should be able to accurately administer screening tests and therapeutic protocols and identify characteristics of acquired speech, language, and hearing disorders.

Class Lab Clinical Credit

**SLP 220 Assistive Technology** 2 Prerequisites: SLP 111 or SLP 130 or SLP 140

Corequisites: SLP 211

This course introduces the preparation, use, and maintenance of selected communication equipment in the treatment of respective disorders. Emphasis is placed on the collaborative use of assistive equipment for speech, language, and hearing disorders. Upon completion, students should be able to instruct the patient and caregiver in the use and maintenance of assistive communication equipment.

SLP 230 SLP Fieldwork

12 0 4

Prerequisites: SLP 211

Corequisites: SLP 212, SLP 231

This course provides supervised fieldwork experience in speechlanguage pathology assisting in a minimum of two diverse sites. Emphasis is placed on the use of written protocols in providing patient care. Upon completion, students should be able to integrate ethical concepts into safe and effective clinical practice.

**SLP 231 SLP Fieldwork Seminar** 3

Prerequisites: SLP 211

Corequisites: SLP 212, SLP 230

This course provides an opportunity to discuss fieldwork experiences with peers and faculty. Emphasis is placed on management of clinical problems, conflict resolution, and job seeking and retention skills. Upon completion, students should be able to meet entry-level requirements for speech-language pathology assistants.

**SOC 210 Introduction to Sociology** Prerequisites: Proficiency in reading or a grade of "C" or better in ENG 095

Corequisites: None

This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies.

SOC 213 Sociology of the Family 3 Prerequisites: Proficiency in reading or a grade of "C" or better in ENG 095

Corequisites: None

This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economic issues. Upon completion, students should be able to

analyze the family as a social institution and the social forces which influence its development and change.

**SOC 220 Social Problems** 

Prerequisites: Proficiency in reading or a grade of "C" or better

in ENG 095 Corequisites: None

This course provides an in-depth study of current social problems. Emphasis is placed on causes, consequences, and possible solutions to problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems.

SOC 230 Race and Ethnic Relations 3 0 3

Prerequisites: Proficiency in reading of a grade of "C or better

in ENG 095 Corequisites: None

This course includes an examination of the various aspects of race and ethnicity and how these lead to different experiences, opportunities, problems, and contributions. Topics include prejudice, discrimination, perceptions, myths, stereotypes, and intergroup relations. Upon completion, students should be able to identify and analyze relationships among racial and ethnic groups within the larger society.

SOC 240 Social Psychology

Prerequisites: Proficiency in reading or a grade of "C" or better

in ENG 095

Corequisites: None

This course examines the influence of culture and social groups on individual behavior and personality. Emphasis is placed on the process of socialization, communication, conformity, deviance, interpersonal attraction, intimacy, race and ethnicity, small group experiences, and social movements. Upon completion, students should be able to identify and analyze cultural and social forces that influence the individual in a society.

SPA 111 Elementary Spanish I

3

Prerequisites: None

Corequisites: None

This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. Class Lab Clinical Credit

SPA 112 Elementary Spanish II

3

Prerequisites: SPA 111 Corequisites: None

This course is a continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate further cultural awareness.

SPA 211 Intermediate Spanish I

0 3

Prerequisites: SPA 112 Corequisites: None

This course provides a review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future.

SPA 212 Intermediate Spanish II

0 3

0

4

Prerequisites: SPA 211 Corequisites: None

This course provides a continuation of SPA 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication.

TRF 110 Intro Turfgrass Cult & ID 2

Prerequisites: None Corequisites: None

This course provides an in-depth study of turfgrass. Topics include principles of reproduction, growth development, species characteristics, establishment and maintenance of golf courses and sports fields, and lawn applications. Upon completion, students should be able to identify turfgrass species through characteristics and reproductive stages and develop an establishment and maintenance plan for high quality turf areas.

TRP 100 Truck Driver Training

6 18 0 12

Prerequisites: None Corequisites: None

This course provides training in inspecting and driving tractor trailers and assuming driver responsibilities on the road and at pickup and delivery points. Emphasis is placed on defensive driving, federal motor carrier safety regulations, trip planning, cargo handling, vehicle systems, hours of service, and accident prevention. Upon completion, students should be able to demonstrate the skills required for the commercial driver's license and employment.

Class Lab Clinical Credit

WAT 110 Basic Wastewater Trmt

2 0

Prerequisites: None Corequisites: None

Prerequisites: None Corequisites: None

This course provides practical training in the operation and maintenance of wastewater treatment plants. Emphasis is placed on wastewater treatment systems, maintenance procedures, basic process control, and laboratory analyses used by operators of wastewater treatment facilities. Upon completion, students should be able to make operational control changes and minor mechanical repairs needed to ensure compliance with NPDES discharge permits. Technologies covered will range from subsurface waste disposal (septic systems) and spray irrigation to tertiary treatment processes.

WLD 131 GTAW (TIG) Plate

WLD 121 GMAW (MIG) FCAW/Plate 2

6 0 4

3

Prerequisites: None Corequisites: None

positions.

Core

This course introduces the gas tungsten arc (TIG) welding process. Topics include correct selection of tungsten, polarity, gas, and proper filler rod with emphasis placed on safety, equipment setup, and welding techniques. Upon completion, students should be able to perform GTAW fillet and groove welds with various electrodes and filler materials.

This course introduces metal arc welding and flux core arc

welding processes. Topics include equipment setup and fillet

and groove welds with emphasis on application of GMAW and

FCAW electrodes on carbon steel plate. Upon completion,

students should be able to perform fillet welds on carbon steel

with prescribed electrodes in the flat, horizontal, and overhead

WLD 110 Cutting Processes

1 3 0

Prerequisites: None Corequisites: None

This course introduces oxy-fuel and plasma-arc cutting systems. Topics include safety, proper equipment setup, and operation of oxy-fuel and plasma-arc cutting equipment with emphasis on straight line, curve and bevel cutting. Upon completion, students should be able to oxy-fuel and plasma-arc cut metals of varying thickness.

2

5

2

WLD 132 GTAW (TIG) Plate/Pipe 1 6 0

Prerequisites: WLD 131 Corequisites: None

WLD 112 Basic Welding Processes 1 3 0
Prerequisites: None
Corequisites: None

This course introduces basic welding and cutting. Emphasis is placed on beads applied with gases, mild steel fillers, and electrodes and the capillary action of solder. Upon completion, students should be able to set up welding and oxy-fuel equipment and perform welding, brazing, and soldering processes.

WLD 115 SMAW (Stick) Plate

2 9 0

Prerequisites: None Corequisites: None

This course introduces the shielded metal arc (stick) welding process. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform SMAW fillet and groove welds on carbon plate with prescribed electrodes.

WLD 116 SMAW (Stick) Plate/Pipe 1 9 0

Prerequisites: WLD 115 Corequisites: None

This course is designed to enhance skills with the shielded metal arc (stick) welding process. Emphasis is placed on advancing manipulative skills with SMAW electrodes on varying joint geometry. Upon completion, students should be able to perform groove welds on carbon steel with prescribed electrodes in the flat, horizontal, vertical, and overhead positions.

arc (TIG) welding process. Topics include setup, joint preparation, and electrode selection with emphasis on manipulative skills in all welding positions on plate and pipe. Upon completion, students should be able to perform GTAW welds with prescribed electrodes and filler materials on various joint geometry.

This course is designed to enhance skills with the gas tungsten

WLD 141 Symbols & Specifications  $2 \quad 2 \quad 0 \quad 3$ 

Prerequisites: None Corequisites: None

This course introduces the basic symbols and specifications used in welding. Emphasis is placed on interpretation of lines, notes, welding symbols, and specifications. Upon completion, students should be able to read and interpret symbols and specifications commonly used in welding.

WLD 143 Welding Metallurgy

1 2 0 2

Prerequisites: None Corequisites: None

This course introduces the concepts of welding metallurgy. Emphasis is placed on basic metallurgy, effects of welding on various metals, and metal classification and identification. Upon completion, students should be able to understand basic metallurgy, materials designation, and classification systems used in welding.

4

WLD 215 SMAW (Stick) Pipe

Prerequisites: WLD 115 or WLD 116

Corequisites: None

This course covers the knowledge and skills that apply to welding pipe. Topics include pipe positions, joint geometry, and preparation with emphasis placed on bead application, profile, and discontinuities. Upon completion, students should be able to perform SMAW welds to applicable codes on carbon steel pipe with prescribed electrodes in various positions.

WLD 231 GTAW (TIG) Pipe

6 3

Prerequisites: WLD 132 Corequisites: None

This course covers gas tungsten arc welding on pipe. Topics include joint preparation and fit up with emphasis placed on safety, GTAW welding technique, bead application, and joint geometry. Upon completion, students should be able to perform GTAW welds to applicable codes on pipe with prescribed electrodes and filler materials in various pipe positions.

Class Lab Clinical Credit

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Unix System Administrator

B.A., University of North Carolina Wilmington

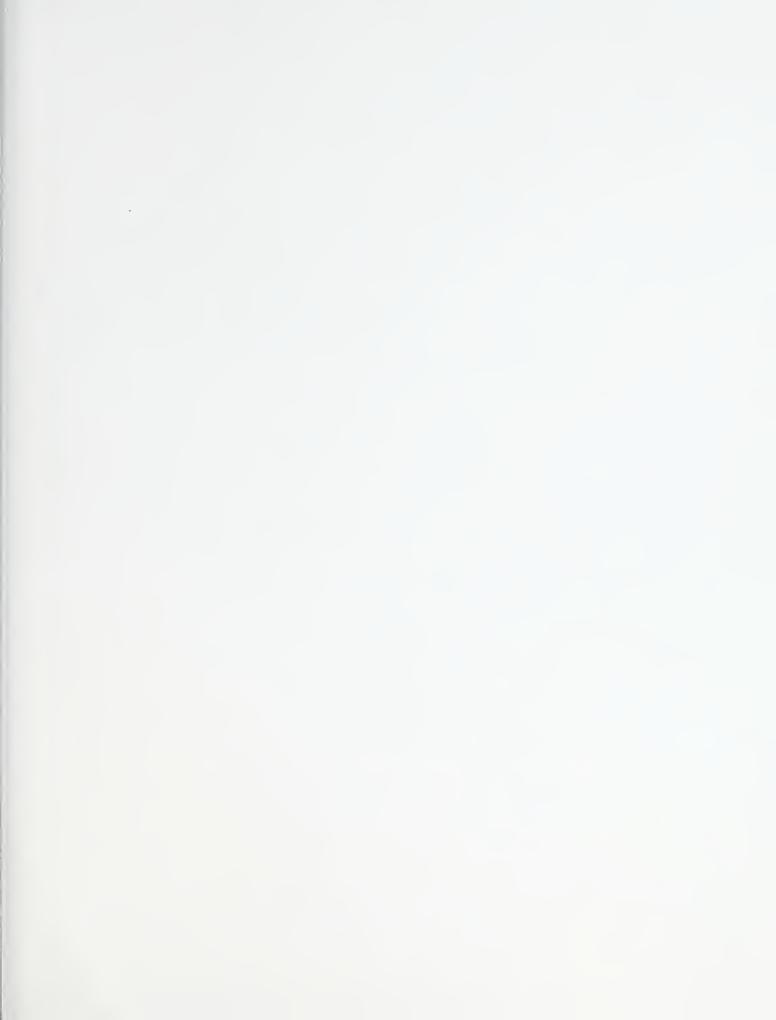
#### Larolyn S. Zylicz

Psychology

B.A., M.S. East Carolina Universith

Ed.D., Clemson University

**CAPE FEAR COMMUNITY COLLEGE NOTES** 



## **Academic Programs**

## **College Transfer**

Associate in Arts (A.A.)

General Studies

Pre-Major Art Education

Pre-Major Business Education and Marketing Education
Pre-Major Criminal Justice
Pre-Major Elementary Education,
Middle Grades Education,

and Special Education

Pre-Major English
Pre-Major English Education
Pre-Major History
Pre-Major Political Science
Pre-Major Psychology
Pre-Major Social Work
Pre-Major Sociology **Pre-Major Speech/Communication** 

Associate in Science (A.S.)
General Studies **Pre-Major Mathematics** 

## Associate in Applied Science (A.A.S.

Architectural Technology Architectural Technology
Associate Degree Nursing
Automotive Systems Technology
Business Administration
Chemical Technology
Computer Engineering Technology
Criminal Justice Technology
Culinary Technology
Dental Hygiene
Early Childhood Associate
Electrical/Electronics Technology Electrical/Electronics Technology Electronics Engineering Technology Electronics Engineering Technology (Instrumentation Concentration) **Environmental Science Technology** 

leavy Equipment and Transport Technology (Marine Systems Concentration)
Hotel and Restaurant Management
Information Systems
Interior Design
Landscape Gardening Machining Technology
Marine Technology
Mechanical Engineering Technology
Mechanical Engineering Technology (Drafting and Design Concentration)
Occupational Therapy Assistant
Office Systems Technology
Paralegal Technology Radiography **Speech and Language Pathology Assistant** 

Diploma Programs
Air Conditioning, Heating and
Refrigeration Technology
Autobody Repair
Boat Building Carpentry
Cosmetology
Dental Assisting
Early Childhood Associate Electrical/Electronics Technology
Film and Video Production Technology

Heavy Equipment and Transport Technology (Marine Systems Concentration) Industrial Maintenance Technology **Marine Propulsion Systems** Masonry Medical Transcription Pharmacy Technology Practical Nursing Welding Technology

Certificate Programs
Air Conditioning, Heating and
Refrigeration Technology
Autobody Repair
Basic Law Enforcement Training **Boat Building** Culinary Technology Customer Service Early Childhood Associate Electronics Engineering Technology Environmental Science Technology Esthetics Technology Hotel and Restaurant Management

Licensed Practical Nurse Refresher Machining Technology Manicuring/Nail Technology Marine Propulsion Systems
Mechanical Engineering Technology
(Drafting and Design Concentration)
Phlebotomy **Real Estate** Real Estate Appraisal Truck Driver Training Welding Technology



# Cape Fear Community College

411 North Front Street • Wilmington, NC 28401-3993 • (910) 251-5100 http://cfcc.net

**Equal Opportunity College**